



Principal's Personal Assistant Job Description

The Principal's Personal Assistant is responsible to the Principal for day to day operations and provides support to the Senior Executive for designated administrative tasks.

Responsibilities:

- The Principal's Personal Assistant is responsible to the Principal for:
 - a. Preparation and presentation of the Principal's outward correspondence;
 - b. Receipt, checking and filing of the Principal's correspondence;
 - c. Receipt and maintenance of the Principal's appointment times;
 - d. Maintenance of student confidential records including personal files and correspondence;
 - e. Maintenance parent/student records and associated correspondence; maintain confidential correspondence for the Principal as required;
 - f. In-house functions – responsible for preparing formal invitations, rsvp, liaise with caterers/co-ordinate catering and assist with set up; and at functions; current RSA
 - g. Preparation and printing of Programme for annual Years 3 – 12 Presentation Day and preparation and printing of letters of support; co-ordinate, set up/clear luncheon of invited guests; prepare Programmes for various activities, eg Inductions, Carol Services, various invitations as required and maintenance of rsvp, etc.
Minute Secretary to the Principal's Executive
 - h. Responsible for information for Parents, staff, students – sent out via email on behalf of the Principal and co-ordination of responses
 - i. Minute Secretary of the Scone Grammar School Council
- Other associated duties include:
 - j. Assist Secondary staff in preparation of correspondence to parents/students as requested; assist Class Liaison Parents and Fete Co-Ordinator with associated correspondence as requested;
 - k. Maintain School's calendar on TASS;
 - l. Prepare Calendar details for weekly Newsletter and liaise with Canteen Co-Ordinators for weekly volunteers' list for Newsletter;
 - m. Listen and assist parents/students with confidential and delicate issues they wish to discuss and liaise with Principal/Executive as appropriate;
 - n. First aid qualified;
 - o. Covering reception and first aid duties during school holidays and during absences of receptionists in Student Services;