PERSONAL ASSISTANT  
to the  
DEPUTY PRINCIPAL & BUSINESS MANAGER  

THE POSITION  

Brisbane Girls Grammar School is a leading educational institution for young women in Australia and as such enjoys an outstanding reputation combined with a proud tradition of women's achievements. The School is a leader in providing educational services and this key position will add value to the organisation and its operations. The position of Personal Assistant to the Deputy Principal and Business Manager requires a highly motivated, organised person with an exceptional level of administrative skills, professionalism, initiative, secretarial experience and ICT expertise.

The Personal Assistant is responsible for:

- Maintenance of the Deputy’s and Business Manager’s diaries, arrangement of meetings and associated organisation
- Preparation and co-ordination of reports and agendas for School meetings (Operational/Calendar, Directors, ICT, Workplace Consultative Committee, WPHS)
- Minutes of Senior Management Meeting and Senior Academic Management Meeting, chaired by the Principal
- Board Meetings, Finance and Audit Committee and Grammar Schools Association meetings: calendar preparation, meeting room bookings, catering, amalgamation of meeting papers and distribution
- Maintenance of the intranet site containing the School’s policies and Board Portal
- Policies and Procedures: drafting of new policies, amendment and revision of existing policies and timetabling of review dates; working in conjunction with the Compliance and Risk Officer to review policies and update new policies on Grammarnet
- Insurance claims: processing of paperwork, submission to broker and follow-up on outstanding claims
- Preparation of all correspondence for the Deputy and Business Manager, including the composition of appropriate responses where required
- Staff Professional Development: processing of applications on approval by the Deputy Principal including booking of seminar/training registrations, travel and accommodation bookings; tracking and payment of all associated accounts associated
- Induction of new staff members: appointments with the Deputy Principal and compilation of paperwork for completion/information.
- Speech Day: assistance in all aspects at the request of the Deputy Principal.
- Maintenance of filing systems relating to the operations of the offices
- Management of telephone and email communications in and out of the office
- Reception relief as required
- Undertaking any other duties required to facilitate the efficient functioning of the offices and the School as directed by Business Manager, Deputy Principal or Principal.
ESSENTIAL QUALIFICATIONS AND EXPERIENCE

The Personal Assistant will possess:
- A high level of initiative and enthusiasm
- Impeccable professional presentation
- Highly developed interpersonal and public relations skills, with the confidence to take on the responsibility to be "the face of the School" and to deal with people of all levels and backgrounds
- Capable and efficient office organisation, management and administration skills
- Highly developed written and oral communication skills, including advanced literacy and numeracy skills
- A high regard for customer/client service and response, with the ability to work with internal and external clients whilst displaying a high level of professionalism
- Tact, diplomacy and the ability to maintain absolute confidentiality at all times
- Ability to work independently, to exercise initiative and possession of a high level of self motivation
- A willingness to identify and assist with other tasks in order to facilitate the smooth operations of the organisation
- Demonstrated advanced computer literacy across a range of applications including Microsoft Word, Excel, Outlook and Powerpoint

DESIRABLE QUALIFICATIONS AND EXPERIENCE

- Qualifications in a relevant field or training within an executive administrative support role would be an advantage
- Demonstrated previous experience working within a customer service based position, where advanced technology capabilities and literacy & numeracy skills were crucial
- Competency with and experience of relational databases would be advantageous