

Executive Assistant to the Principal

We are seeking a dynamic Executive Assistant to manage the seamless functioning of our Principal's office. In this integral role, you will provide high-level, confidential administrative, organisational, and secretarial support to our Principal and Executive Team. As a capable self-starter, you'll be entrusted to represent our Principal and School to both internal and external key stakeholders.

The successful applicant will:

- Possess an authentic commitment to the Catholic ethos of the College
- Ensure accurate extensive calendar and diary management
- Receive initial incoming calls to the Principal and expertly direct them
- Oversee email management, ensuring timely responses
- Seamlessly coordinate schedules, meetings, and travel plans
- Provide exemplary administrative support to the Principal and Executive Team by preparing professional letters and essential documentation
- Drive success by supporting project management for the Executive Team
- Ensure meetings are effectively managed and kept on track
- Attend Advisory Council and Executive meetings, recording critical minutes
- Be the vital link with School Stakeholders, fostering collaboration

For more details about the role and how to apply, please visit our website

www.sakyabram.catholic.edu.au



College Values

Community

Learning for Life

Human

Flourishing

Faithfulness

Partnership

Applications close Wednesday 17 January 2024 at 4.00pm

St Augustine's College is committed to promoting the safety, wellbeing and inclusion of all children. CES Ltd embrace diversity and social inclusion and encourage people from diverse backgrounds to apply.