

## Position Description

<b>Position</b>	Personal Assistant to the Head of Buckley House
<b>Award</b>	Educational Services (Schools) General Staff Award 2020
<b>Classification</b>	School Administrative Services , Level 4
<b>Directly reports to</b>	Head of Buckley House <i>All professional service positions ultimately report to the Business Manager</i>

*This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.*

### Position Summary

The Personal Assistant to the Head of Buckley House is a key role responsible for coordinating strategic and operational support across the Junior Campus. The position provides high-level assistance to the Head of Campus, including diary and correspondence management, preparation of briefing materials, and liaison with internal and external stakeholders.

In parallel, the role supports the Deputy Head of Campus in overseeing the day-to-day operations of the School, including coordination of campus events, staff scheduling, and general administration.

The role works closely with the cross-campus Primary Executive Team and collaborates with key support teams including Events and Community Engagement, Music, Sport and Co-Curricular, ensuring aligned planning and seamless delivery of programs and activities. By integrating executive-level support with campus-wide operational oversight, the role ensures the effective delivery of leadership priorities and the smooth running of daily activity at Buckley House.

### Key Result Areas

Responsibilities	Performance Outcomes
To promote and enable the Ivanhoe Strategic Vision	The Purpose and Ethos of the Strategic Vision are evident in the observable behaviours and professional practice of all staff at Ivanhoe Grammar School
Provide students with a child-safe environment	A demonstrable understanding of appropriate behaviour and legal obligations relating to child safety.  A leader of compliance with the School's Student-Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety
Providing high-level administrative and executive support	Correspondence is managed promptly and professionally, ensuring clear and responsive communication with staff,

families and external stakeholders across Buckley House and, where relevant, other campuses

The Head of Campus's calendar and inbox are maintained with accuracy and foresight, supporting forward planning and strategic leadership, including cross-campus priorities

Briefings, letters and documentation are prepared to a high standard, requiring minimal revision and reflecting the tone and intent of campus and School leadership

Budget activity is monitored and tracked, with timely updates provided to support sound financial management and informed decision-making

Administrative finance processes are actioned accurately and in a timely manner, with effective liaison across relevant teams

Communications to families are produced with care and precision, aligning with School expectations for tone, style and timing

Meetings and interviews with families or stakeholders are scheduled and confirmed proactively, with all logistics arranged efficiently

Coordinating daily operations and office activity

The office environment is well-managed, with maintenance, supplies and support services coordinated effectively to ensure smooth daily operations and alignment with broader School practices

Class and distribution lists are regularly reviewed and updated, enabling accurate communication and efficient planning across the campus

Reception responsibilities are supported as required, ensuring a welcoming and professional experience for all visitors and community members

Campus-based events and activities are coordinated with attention to detail, ensuring equipment, transport, venues and communications are in place ahead of time and aligned with any cross-campus activities

In consultation with the Deputy Head of Buckley House support the management of staff logistics and daily organisation

Relief staffing is planned and allocated each day, ensuring all classes and duties are appropriately covered and aligned with School policy

	<p>Casual relief staff are engaged, scheduled and briefed in a timely manner, contributing to smooth classroom transitions and confident delivery</p> <p>Daily staff and room changes are communicated clearly and early, supporting minimal disruption to teaching and learning programs</p> <p>Teacher leave is recorded accurately and in accordance with policy, with summary reports provided in support of payroll processing</p> <p>Appropriate systems are used to ensure timely access to daily updates and organisational information for all campus staff</p>
Maintaining the campus calendar and planning events	<p>The campus calendar is maintained as a reliable and up-to-date source of truth, supporting consistent planning across teams</p> <p>Event submissions are reviewed with care, with feedback provided and logistics confirmed in consultation with relevant stakeholders</p> <p>Calendar entries are submitted, approved and communicated in line with planning timelines and School procedures</p> <p>Good calendar practice is supported across the team, enabling coordinated decision-making and improved visibility of key dates and events</p>
Partnering with teams to deliver high-quality, compliant events	<p>Academic events are scheduled and supported in collaboration with the Events &amp; Community Engagement team, ensuring resourcing, supervision, venues and documentation are in place.</p> <p>Roles and responsibilities for staff involved in events are clearly communicated, with expectations clarified in advance</p> <p>Venue bookings and resource requirements are proactively managed, in collaboration with Music, Sport and Co-Curricular teams</p> <p>Procedural compliance is maintained through risk assessments and documentation, contributing to the safe and effective delivery of all events</p>
Other duties as directed by the Head of Buckley House, Principal or Business Manager	Attend various meetings at the invitation of the Head of Buckley House, Principal or Business Manager

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Engage in projects or other duties as directed by the Head of Buckley House, Principal or Business Manager

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**Key challenges;**

- Balancing strategic support and daily operational coordination across two campus leaders in a fast-paced school environment,
- managing a high volume of communications, meetings and event logistics with accuracy, professionalism and attention to detail,
- navigating a diverse stakeholder landscape, including staff, families and external providers, with clarity, discretion and confidence,
- embracing emerging technologies, including ai tools and school systems, to streamline workflows, improve accuracy, and support efficient communication and planning,
- develop sustainable systems and processes to deliver a distinctive "Ivanhoe" experience.

**Education and experience;**

- Current Working with Children Check,
- relevant qualifications in administration, business, education or a related field will be well regarded,
- demonstrated experience in a senior administrative or executive support role, preferably in a school or similar complex environment,
- experience coordinating events, managing calendars and handling sensitive communications with discretion and professionalism,
- exposure to school-based operations, procedures or student-facing administration is highly desirable,
- sound knowledge of child safety protocols and compliance requirements.

**Knowledge and skills;**

- Highly developed organisational and time management skills, with the ability to manage competing priorities and meet deadlines,
- excellent written and verbal communication skills, with a strong attention to detail and ability to prepare clear, polished documentation,
- proficiency in Microsoft Office and confidence using school systems such as Synergetic and SharePoint (or a demonstrated ability to learn new platforms quickly),
- outstanding interpersonal skills including a demonstrated ability to build community,
- strong capacity to consult, collaborate and interact with staff, students and parents / guardians,
- highly competent in the use and application of digital technologies,
- understanding of calendar and event management systems, with the ability to coordinate logistics across teams and stakeholders,
- sound judgement and decision-making skills, particularly when managing sensitive information or acting on behalf of campus leadership.

**Attributes;**

- Collaborative and approachable, with the ability to build strong relationships across a diverse school community
- confident in taking initiative and working independently, while also responding flexibly to the changing needs of the School
- be a suitable person to engage in child-connected work,
- supportive and an avid promoter of the Ivanhoe Grammar ethos and values,

- highly developed verbal and written communication skills,
- demonstrated ability to work with others towards a common goal,
- personal resilience, enabling effective management of multiple and conflicting demands.

## Reporting Relationships

<b>Reports to:</b>	Head of Buckley House
<b>Associated Relationships:</b>	Deputy Head of Buckley House Primary Executive Team (Cross Campus) Events & Community Engagement Team Music, Sport and Co-Curricular staff Buckley House teaching and professional staff Enrolments and Community Relations teams Finance, IT, and Property Services teams Students, parents and external provide
<b>Team/s:</b>	Professional Services Staff Team

## Additional Information Relating to the Position

### Child Safety Commitment

All schools have a moral responsibility for the safety and wellbeing of students. At Ivanhoe Grammar School we take this responsibility very seriously. We are committed to a school culture where protecting children forms a part of our everyday thinking and activity. Protecting students is the responsibility of everyone who is employed at, or is engaged by, Ivanhoe in child-related work. Detailed information about our commitment to child safety and wellbeing, is set out in our code of conduct, policies and procedures located on our Child Safety page.

Committed to child safety, children's wellbeing and protecting children from abuse, the School requires that all staff comply with the School's Student Safety Code of Conduct, Student Safety Policy, Student Safety Concerns Management Procedure, Health and Safety Policy and Respectful Workplace Behaviour Policy.

All teachers and non-teaching staff working directly with or caring directly for students are required to have a working knowledge and understanding of our Child Safety Code of Conduct, Student Safety Policy and Student Safety Concerns Management Procedure.

Where any staff member breaches any of the School's policies or codes of conduct, the School will take appropriate disciplinary action.

### Professional Service Staff Commitment

All members of the Professional Service Staff team are expected to support each other in achieving operational and strategic goals and work towards the continuous improvement of the School's systems and programs. Professional Service Staff must be willing to assist and support other members within the team in accordance with our School's expectations of collegiality and teamwork. The Business Manager or their delegate may assign reasonable duties in addition to those listed in this position description.

### Occupational Health and Safety (OHS) Commitment

All School staff are required to take reasonable care for their own health and safety and that of other staff who may be affected by their conduct.

All staff are responsible for:

- Participating in OHS related training
- Reporting OHS hazards and incidents
- Actively participating in the development of risk assessment and or job safety analysis
- Assist with workplace inspections
- Adhere to Ivanhoe Grammar School's OHS policies and procedures

## Policies and Procedures

All employees of Ivanhoe Grammar School are expected and required to understand and adhere to all School policies and procedures. It is a condition of employment that all employees participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of School policy may result in disciplinary action.

## Approval

<b>Developed by</b>	Head of People and Culture
<b>Approved by</b>	Principal
<b>Approval date</b>	July 2025
<b>Next review date</b>	July 2028

