OAKLEIGH GRAMMAR

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ABN 32 337 676 694
CRICOS Registration Number 03423G

Position Description

Position title	Executive Assistant (EA) to the Principal
Address	77-81 Willesden Road Oakleigh VIC 3186
Appointed by	Principal
Responsible to	Principal
Employment type	Full-time

Overview

Oakleigh Grammar is a highly reputable Christian co-educational ELC to Year 12 School located in the South-Eastern suburbs of Melbourne.

Oakleigh Grammar values education that goes beyond academic development. At its core, the School is dedicated to building compassionate, confident and active lifelong learners espousing all students to have a zest for life.

Our Values

Humility – We promote the quality of having a modest or low view of one's importance.

Aspiration – We promote the notion of hope and ambition in all that we and others do.

Respect – We promote due regard for the feelings, wishes and rights of others.

Kindness – We promote the quality of being friendly, generous and considerate.

Primary Purpose of the Role

The role of Executive Assistant to the Principal is a key role in the operation of Oakleigh Grammar. Given the breadth of the Principal's role, this entails a wide range of responsibilities and demands flexibility and commitment to superior outcomes as required in the circumstances.

The primary function of the Executive Assistant to the Principal is to provide professional and administrative support to the Principal. The Executive Assistant to the Principal plays a key role in representing the School to stakeholders and the wider community. The incumbent will be expected to use their initiative to manage the office of the Principal, working closely with key stakeholders on the Principal's behalf.

The position requires an accomplished professional who combines exceptional organisational capability with sound judgement, emotional intelligence, discretion, initiative and a sophisticated understanding of the demands of executive leadership within a contemporary independent school.

Key Responsibilities

- Provide proactive, high-level executive support to the Principal, anticipating requirements, and identifying competing priorities
- Represent the Principal's office with warmth, confidence, courtesy and professional judgement.
- Exercise initiative in identifying matters requiring attention, escalating emerging issues and ensuring that important commitments receive appropriate follow-up.
- Managing the Principal's calendar and scheduling, including by ensuring that matters not requiring the Principal's involvement are directed to the appropriate person.
- Prepare executive briefings, correspondence, reports, presentations, meeting papers and background information to support informed decision-making.
- Maintain an organised system for tracking priorities, deadlines, outstanding responses and commitments.
- Undertake research, information gathering and special projects as directed by the Principal
- Manage the Principal's diary with exceptional attention to detail, strategic awareness and discretion.
- Coordinate appointments, meetings, school events, external engagements, travel arrangements and associated logistics.
- Assess the importance and sensitivity of competing requests, consulting the Principal where priorities require clarification.
- Ensure the Principal is appropriately briefed before significant meetings, events and stakeholder engagements.
- Anticipate scheduling conflicts, identify practical solutions and communicate changes promptly and professionally.
- Attending and taking minutes of meetings of the Principal. Some meetings may, with notice, take place out of hours.
- Arranging meetings for the Principal and guests, including travel logistics, room bookings, catering and technology.
- Initiating and contributing to quality improvement activities in the operation of the office of the Principal. Improving processes for greater efficiency, including governance,
- Organising and overseeing functions hosted by the Principal.
- Maintain an appropriate balance between strategic commitments, operational responsibilities, community engagement and time for reflection and preparation.
- Coordinate invitations, attendance requirements, briefing documents and follow-up actions for internal and external engagements.

- Liaise between Members of the Board and the Principal, prepare the Principal's quarterly Report to the Board and prepare invitations for the Board where appropriate
- Communicate sensitively and impartially with parents, students and staff regarding complex or emotionally charged matters, without exceeding the authority of the role.
- Ensure that all communications reflect the School's standards, values, tone and commitment to exceptional service.

Skills, Experience and Qualifications

- 10 years+ experience working as an Executive or Personal Assistant, preferably in a school
- Excellent personal and relationship building skills
- Energy, commitment, resilience, integrity, good humour
- Loyalty, absolute discretion, flexibility, reliability
- Broad and nuanced understanding of the School's structure, processes and ethos
- Calm under pressure, effective and gracious even when dealing with difficult people and situations
- Able to manage competing demands, balance conflicting priorities and negotiate workable solutions and timeframes whilst maintaining focus, speed and accuracy
- Able to use initiative, be decisive and authoritative, and where appropriate, take action or make recommendations on the Principal's behalf
- Able to work effectively as part of a team as well as act autonomously and maintain a discreet distance as required by circumstances
- Exceptional organisational and time-management skills, including the ability to manage competing priorities and multiple deadlines.
- Outstanding written and verbal communication skills, with the capacity to prepare polished executive correspondence, reports, presentations and meeting documentation.
- Demonstrated ability to exercise discretion, maintain confidentiality and manage sensitive information with maturity and integrity.
- Strong interpersonal skills and the capacity to build effective working relationships with all stakeholders.
- High-level judgement, initiative and problem-solving skills, including the ability to anticipate requirements and determine when matters should be escalated.
- Demonstrated ability to remain composed, courteous and effective under pressure and in a fast-paced environment.
- A collaborative, service-oriented approach consistent with the values and expectations of Oakleigh Grammar.
- A valid Victorian Working With Children Check for Employees

Expectations of Staff

Oakleigh Grammar staff members are expected to maintain professional and responsible attitudes, and to communicate respectfully and effectively. All Oakleigh Grammar staff members are required to:

- Treat each other with courtesy and respect.
- Respect the right of each person to learn/work without disruption.
- Accept responsibility for their own progress development.
- Accept responsibility for maintaining safe, clean, and pleasant surroundings.
- Demonstrate self-respect and uphold Oakleigh Grammar's reputation through their appearance and actions.
- Understand and abide by all child safe principles.
- Notify responsible staff promptly any occupational, health and safety issue/s which compromise the aim of maintaining a safe school environment.
- Support the vision, and values of the School.
- Commitment to uphold and contribute to the Orthodox ethos of the School.
- Contribute to and support the strategic directions of the School.
- Support all Oakleigh Grammar's policies and procedures.
- Obey the law.

This Position Description is a guide only. The Principal may assign duties for this position at his discretion depending on the operational needs of the School.

Child Safe Standards

Oakleigh Grammar has a zero-tolerance approach to child abuse. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 1359.

Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.

In addition, Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

All staff employed by the School are required to:

- Show evidence of a current Victorian Institute of Teachers Registration (or Provisional Registration) or Working with Children Check, as required.
- Commit to the School's Staff Conduct and Professional Boundaries Policy and Mandatory Reporting Policy by way of reading and taking part in an on-line questionnaire each year.
- Take part in child safe school training each year including the on-line Mandatory Reporting e-Learning Module.

Mark Robertson
Principal
B Ed, M Ed St, AMACEL, MACE, AFAIM, MAICD

October 2026