



## Executive Assistant/Registrar Position

<b>Title</b>	Executive Assistant/Registrar
<b>Location</b>	TAFE Campus (Block F), 29 Windemere Road, Alexandra Hills, Queensland
<b>Employment Type</b>	Part-time (3 days per week) Full Year
<b>Starting Date</b>	2pm, Monday 25 January 2021
<b>Remuneration</b>	Part-time 3 days Full Year (Actual salary \$45,152 to \$46,601)
<b>Reports To</b>	Principal
<b>Applications Close</b>	Friday, 15 January 2021

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### OUR ORGANISATION

The Sycamore School is an independent school for young people on the Autism Spectrum. Catering for students from Prep to Year 10 it focuses on improving life quality outcomes through specialist education.

The school provides safe and inclusive, autism-friendly learning using a strengths-based approach, innovative ways of teaching, evidence-informed strategies, and the Australian Curriculum. The school provides a positive learning environment which is enhanced by quality teaching to assist each young person on their educational journey.

The Sycamore School is a place of celebration providing each young person with a spectrum of choice and opportunities to build independence to advocate for themselves and reach their potential.

### OUR VISION

To improve life outcomes for people on the autism spectrum.

### OUR MISSION

The Sycamore School provides specialist support and education to people on the autism spectrum, their care networks, and the community.

### OUR VALUES

We are:

- Respectful – We value all perspectives
- Kind – We are selfless and giving
- Accepting – We value uniqueness
- Brave – We face our challenges with conviction
- Creative – We think outside the box
- Patient – We accept that some things are difficult before they become easy.

## **YOUR OPPORTUNITY**

The Sycamore School is seeking a focused, enthusiastic, and creative Executive Assistant/Registrar who will:

- Provide administrative support to the Principal including scheduling meetings, minute taking, maintaining databases and producing reports and presentations.
- Acting as a point of contact between the Principal and other staff, organising meetings and re-routing correspondence.

The Executive Assistant/Registrar reports to the school Principal or nominated delegate.

## **THE ROLE**

You will have responsibility for leading and supporting the following activities and undertaking the following key tasks, including but not limited to:

- Conserves the Principal's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analysing information; and initiating telecommunications.
- Maintains the Principal's appointment schedule by planning and scheduling meetings and professional development.
- Welcomes guests and customers by greeting them, in person or on the telephone, and answering or directing inquiries.
- Prepares reports by collecting and analysing information.
- Maintains confidentiality at all times.
- Completes project work.
- Contributes to team effort as needed.
- Management of the school's student offers, entry and exit processes as the registrar.
- Maintain and manage enrolment waiting lists
- Correspondence management - receiving and responding to mail, telephone calls and personal enquiries relating to enrolments.
- Arrange interviews for future enrolments with the Principal and prepare detailed interview folders for these interviews
- Parental liaison, including feedback and complaints management
- Analysis, distribution, collection, following up, collation and capture all data relevant to prospective enrolees, including generation of student files
- Meet and greet and arrange tours of the school (when able to do so)
- Verify all information and documents for each new enrolment. Identify discrepancies and missing information and documents.
- Follow up on all compliance requirements and make suggestions to the Principal.
- Create supporting reports based on student data in PCSchools.

The Executive Assistant/Registrar will embody the following:

- Awareness of personal strengths, weaknesses, and passions
- Has integrity, moral purpose, values, and beliefs
- Strive to materialise the organisations vision
- Ethical approach to practice

- Support a culture of success
- Foster inquiry and reflection among staff
- Support a collaborative culture among all staff, seeks opportunities for collaboration
- Seek best practice outcomes
- Support partnerships with parents, staff, students, and external organisations within the school
- Respond to feedback
- Value diversity

### **Qualifications and Expertise**

- Excellent written and verbal communication skills
- Excellent report writing skills - ability to write, edit, and review documents for internal and external audiences.
- Excellent time management and organisation skills
- Ability to multi-task and prioritise
- Strong computer skills including Microsoft Office IT (Word, Excel, PowerPoint).
- Possess or be eligible for a positive Working with Children Check.

### **SELECTION CRITERIA**

Please address each of these selection criteria in a paragraph of no longer than 400 words per criteria.

**Organisational Skills** e.g. Demonstrated ability to work autonomously, time management, planning and record keeping

**Communication** e.g. Written skills, interpersonal and relationship skills

**Team Member** e.g. Previous team experience

**Personal Characteristics and Experiences** e.g. What would you bring to The Sycamore School?

### **APPLICATIONS**

- Applications to be addressed to the Principal and emailed to [info@sycamore.qld.edu.au](mailto:info@sycamore.qld.edu.au)

Applications should include:

- 1-page application letter
- 2-Page Curriculum Vitae (CV) including two referees, with contact details. *Please include a referee from current **and** previous place of employment.*
- Up to 2-Page response to the selection criteria.