

Introduction

Kennedy Baptist College's mission is "to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning". We are committed to fulfilling this mission as a College community as we serve God by serving our students, families and each other. Underpinning the mission and culture of the College are our values defined as **faith, integrity, boldness, growth** and **service**.

- **Faith:** The Christian faith undergirds all the College's activities
- **Integrity:** The College Community demonstrates respect and honesty towards all its members and delivers on its promises
- **Boldness:** Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Growth:** College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service:** College community members serve others within the college, and local, national and international communities.

Role Summary

Position: PA to the Principal / Executive Assistant

Responsible to: The Principal

Job Purpose: Provide confidential personal administrative and executive secretarial support. You will have minimal direction to independently manage functions and tasks in a highly professional manner through the application of knowledge and understanding specifically related to the College.

Responsibilities

Major Responsibilities

1. Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties
2. Managing the calendar and professional diary of the Principal
3. Schedule and arrange meetings including maintaining calendars and daily schedules of Executive team
4. Prepare Notes/ Reports/ Presentations for meetings
5. Handle academic and non-academic duties and ensure accurate and timely completion of tasks
6. Extend administrative support to Executive team and attend to projects or issues
7. Facilitate Executive-sponsored Projects across the College
8. Actively support organisation of professional development for Staff and other training workshops
9. Organisation and coordination of team events, hospitality, meetings including external activities
10. Accurately maintain key Contact information
11. Focal point for visitors and coordinate their agendas and programmes
12. Coordinate and manage travel and accommodation requirements for the Principal, Executive or guests
13. Coordinating and networking with other academic professionals as required

General Duties

1. Participate in weekly Admin and Operations meetings
2. Attend weekly Executive meetings. Coordination support at Board meetings when required
3. Contribute to consistent College branding and messaging

Selection Criteria

Essential

1. Demonstrated commitment and capacity to actively uphold and live out the Mission and Values of Kennedy to the school community
2. Professional communication, etiquette and interpersonal skills
3. Advanced written communication skills with a strong attention to detail
4. Ability to solve problems, take initiative and prioritise tasks to completion
5. Flexibility to work extra hours when required
6. Experience in managing multiple stakeholders, professionally and confidentially managing sensitive information or concurrent projects
7. A self-starter with the ability to work effectively across different teams with a high people orientation
8. Experience in a secondary school environment. Demonstrated empathy to students, their parents and the College community
9. Proven organization and time management skills enabling smarter work practices
10. Excellent knowledge of MS-Office software suite

Desirable

1. Experience with TASS or similar
2. Professionally represent the College in the broader school network

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.