



## Executive Assistant to the Principal

Commencing mid-May 2025  
Precise start date to be negotiated

The Executive Assistant to the Principal is one of the most important and significant positions within the College. Much more than a personal assistant, the role requires a unique person, able to have and hold a holistic view of the operations of the College. It is a key role within the College's Administration team and also plays a significant part in managing 'up', supporting the Principal and the broader Executive team.

With the retirement of the long-serving incumbent in the middle of 2025, the College seeks a candidate with the distinctive abilities and disposition to excel in this challenging and busy role.

### *Context of the Role*

The Hamilton and Alexandra College is a proud regional, independent, co-educational, day and boarding school from Early Learning to Year 12. The College is fiercely aspirational, and is a school in which everyone is known, valued and challenged. We are proud of our rich history of strong academic accomplishment matched with connectedness in life.

The College has a future-focused academic program that nurtures and develops the whole child, providing opportunities to pursue and develop passions and to achieve to the highest standard.

### *Key Relationships and Contacts*

Principal	Director of Learning and Teaching
Deputy Principal	Registrar
Business Manager	Administration staff
Director of Community Relations	Teaching staff
Catering staff	Maintenance staff
Board Chair	Board members

### *Purpose and Responsibilities*

#### **Stakeholder Engagement**

- Be, at all times, a positive and pleasant 'face' of the College for visitors, special guests, prospective staff, parents and students

#### **Planning and Coordination**

The successful applicant will be required to:

- efficiently manage the Principal's calendar by strategically scheduling meetings,

- appointments and events as required and providing all relevant information prior to the commencement of each meeting
- plan and organise both domestic and international travel by coordinating flights, accommodation and transportation needs
- act as a gatekeeper for incoming communications by screening, prioritising and managing phone calls and emails, including drafting and responding to correspondence on behalf of the Principal
- organise and coordinate events, assemblies, conferences, retreats and special functions by managing logistical details, coordinating with vendors and overseeing events through to completion
- maintain College databases and files, including confidential staff and student files.

### **Communications**

The successful applicant will be required to:

- liaise and communicate with members of the College Board, including the Board Chair
- monitor Principal emails, actioning or forwarding as appropriate
- prepare, edit and format correspondence, communications, presentations and other documents (incl. reports, agendas and minutes)
- channel the Principal's communications to appropriate recipients
- appropriately manage and act upon confidential or sensitive correspondence and phone calls
- liaise with and direct enquiries to other members of the Executive team, especially in the Principal's absence.
- format all documentation generated by the Principal to a high standard and in accordance with the College style guides.

### **Human Resources**

The successful applicant will be required to:

- set up personnel files, hardcopy and digital versions, for new staff in consultation with the Principal, Business Manager and Deputy Principal. Ensure the currency and accuracy of these records
- maintain staff personnel files, updating the contents of such files as required
- prepare and edit letters of appointment, letters of variation and/or resignation for staff with the information provided
- assist in the recruitment process including preparing recruitment documents as required.

### **General**

The successful applicant will be required to:

- file and retrieve documents and reference materials, as required
- liaise with internal staff at all levels
- interact with external VIPs and stakeholders
- provide Reception relief in absence of Receptionist, when required
- complete catering requests, as required
- purchase of gifts and flowers, as required
- complete other tasks as directed by the Principal.

## ***Requisite Skills and Experience***

The successful applicant will ideally have:

- experience in an executive assistant or senior administrative role
- a high-level of understanding of levels of delegated authority, confidentiality, and institutional identity
- knowledge of a school environment.

The successful applicant will demonstrate the following attributes:

### **Resourcefulness**

- anticipates needs and takes initiative with confidence
- the ability to work autonomously and to show initiative
- the ability to manage tasks and projects from inception to completion
- problem-solving abilities, including excellent attention to detail
- excellent time management skills and ability to prioritise conflicting demands

### **Organisation**

- exceptional attention to detail and preparation

### **Technological skill**

- proficient in Microsoft Office, Office 365, and a variety of databases and online programs
- strong ICT skills, and experience with a variety of programs and applications

### **Calmness under pressure**

- remains focused and positive while juggling priorities
- has the ability to work with a positive disposition, even in high pressure or sensitive situations

### **Exceptional communication**

- clear, professional and understanding in every interaction
- excellent verbal and written communication skills

### **Trustworthiness**

- a respected and hands-on team member able to lead staff and the College community
- the ability to authentically promote the College's values
- the ability to maintain confidentiality, to the highest level
- the ability to actively adhere to and promote the School's Student Safety and Wellbeing Standards
- the ability to collaborate and gain cooperation from a variety of stakeholders
- strong integrity and trustworthiness when dealing with confidential and sensitive information and issues

The Hamilton and Alexandra College is committed to the protection of children and the promotion of a culturally safe and supportive working environment for diverse communities. The successful applicant will uphold these commitments at all times.

### *Position Benefits*

The successful applicant will join a welcoming and committed team of Administration staff, and Executive leaders and will influence the operation, culture and direction of a wonderful school in a tangible way. Further benefits include:

- an attractive remuneration package commensurate with the responsibilities of the position and the applicant's experience
- a relocation allowance if the successful candidate is moving to the area
- leadership courses and coaching for interested staff within the College
- considerable remission of tuition fees for any children attending the College
- a staff mentor, provided to all newly appointed staff at the College
- a significant period of handover the current incumbent.

### *Application Process*

Prior to applying please read the College's website to gain a sense of our values and approach. The 'Policies' page on the website warrants particular attention and applicants are encouraged to pre-read our Child Safety and Wellbeing Policy and Child Safety Code of Conduct particularly.

Applications should be submitted via email to [admin@hamiltoncollege.vic.edu.au](mailto:admin@hamiltoncollege.vic.edu.au). Applications must include:

- a cover letter of no more than one page
- a current curriculum vitae
- the details of three professional referees.

Applications should be addressed to:

The Principal  
Mr Michael Horne  
The Hamilton and Alexandra College

Applications will be processed immediately after the application deadline, and shortlisted candidates will be invited to attend an interview with an interview panel, including the Principal and Business Manager.

A further interview will be conducted with the Principal. Preferred candidates will be asked to inform their referees at this point, as reference checks will take place after the second interview.

After reference and child safety checks are completed, a verbal offer will be made to the preferred candidate. Once accepted, a written offer will follow.

**Applications must be received no later than Friday 28 February 2025**