



EMANUEL SCHOOL

PA TO THE DIRECTOR OF STUDENTS (K-6) & DIRECTOR OF STUDIES (K-6) | ROLE DESCRIPTION

Role Purpose:

We are looking for an experienced Personal Assistant to support our Director of Students (K-6) and Director of Studies (K-6). You will play an important role in the smooth operations of the Primary School supporting school organisation, student wellbeing, curriculum and assessment.

This role is part time and available from May 2024. The role is 0.6FTE hours over 3-4 days per week (hours can be flexible). This is a term time only position with one additional week required prior to the commencement of each school year.

A school is an exciting and dynamic place to work. This role is perfect for someone with the energy and drive to embrace all that school life has to offer, while working in a fast-paced and challenging role.

Responsibilities & Reporting Lines

This role reports to the Director of Students (K-6) and Director of Studies (K-6) and is responsible for the following:

- Diary Management including arranging internal & external meetings and travel arrangements
- Assisting with communication to staff, parents and external parties
- Project management relating to various aspects of school life
- Event management and provision of support for school events
- General administration duties include project management, tracking of data, professional development budget tracking, credit card payments/reconciliations, and meetings.

Skills & Qualifications Required

The following qualifications and experience are essential for this role:

- 5 years + experience in a personal assistant or similar role
- High level time management, attention to detail, logistical and administrative skills
- Ability to be agile, flexible and problem solve
- Strong organisational skills and capacity to manage and prioritise a range of different and competing tasks
- Outstanding written and verbal communication skills
- High level of professionalism and confidentiality
- Maturity and diplomacy to handle sensitive issues
- Ability to work calmly under pressure, take initiative and work independently
- Strong ICT skills and advanced experience with Word, Excel, PowerPoint, databases

- Appreciation of children of all ages and ability to communicate and interact with them - from Preschool to Year 12

Experience working in a school setting would be seen favourably but is not essential.

Emanuel Employee Qualities & Attributes

Emanuel staff are highly competent, passionate and engaging. They ensure the best possible learning environment for students and are committed to their own continued growth as professionals.

As an Emanuel employee, it is expected that you possess the following qualities and attributes:

- A passion for continually improving your practice and a commitment to ongoing professional learning.
- Capacity and desire to make a positive contribution to the wellbeing of students and fellow staff.
- Demonstrated strong interpersonal and communication skills and the capacity to develop and sustain productive relationships within the school community.
- Generosity in sharing your expertise with colleagues, and an openness to welcome observations and feedback from other staff.
- Support for the ethos of the School with a willingness to make a significant contribution to the life of the School.
- A team player who is keen to work with colleagues to best meet the learning and wellbeing needs of individual students.

About Emanuel School

Emanuel School is committed to providing co-educational excellence in a Pre-school to Year 12 continuum. We value the individuality of all students and encourage the development of their special interests and talents. Our objective is to extend our students to the best of their ability, and to foster a love of learning, a strong sense of community and a pride in their Jewish heritage.

Emanuel School is small enough to provide an individual, nurturing environment and large enough to provide a wide range of subjects and opportunities for our students. Emanuel School is a dynamic learning community within an intimate learning environment delivering strong academic outcomes.

The School occupies the Stanley Street site with around 880 students from Preschool to Year 12, comprising a two-stream K-4 and three streams thereafter.

The School's commitment to excellence, quality, service and value ensures that it continually improves the delivery of all its programs for the benefit of its students. There are many opportunities for students to participate in a wide range of activities and students have a strong commitment to community service.

We strive to create an environment in which genuine acceptance and understanding can develop. These concepts are reflected in the School motto "Mind, Spirit, Being".

Values & Jewish Life

Emanuel is a Jewish Community School that nurtures a commitment to Jewish community, heritage, ethical living and the State of Israel. We do this through a commitment to egalitarianism, pluralism, coexistence, tradition, mitzvot, Torah and Hebrew. We do so as Jewish, Australian and Global citizens. In particular we value:

- Excellence
- Perseverance
- Lifelong love of learning
- Respect
- Integrity
- Responsibility
- Compassion
- Generosity
- Justice
- Community

At Emanuel, we welcome staff and students of all backgrounds and religions. Applications are made without reference to a candidate's religion.