

## An exciting job opportunity with Australia's premier performance-centred school

The McDonald College is an independent, non-denominational, co-educational K – 12 school located in North Strathfield.

We specialise in performing arts and elite sports, with an equal focus on academic rigour. Performance streams include Acting, Classical Ballet, Contemporary Dance, Dance, Music, Musical Theatre, Technical Production, and Elite Tennis.

There is a strong sense of community at The McDonald College. We are a small and dedicated team where students are at the heart of everything we do. We share in their passion for performance – whether that is in the classroom, on-stage, in the studio, or on the court.

**Position title:            Executive Assistant**  
**Employment type:        Permanent full-time (see below)**  
**Reporting to:             The Principal**

### Summary of the role

We are inviting applications for an Executive Assistant to the Deputy Principal and the Principal commencing in February 2025. Be part of the diverse and friendly team of teachers and support staff, where you will be engaged to undertake a range of administrative tasks assisting the Deputy Principal and to a lesser extent, the Principal, in a busy school environment.

This role requires someone with initiative who is highly organised and confident in dealing with students, teachers, and parents.

This role is a full-time position from 7.30am to 3.30pm working pro-rata during school term time (38 weeks per annum), and an additional 3 weeks during school holidays spread across the year to be negotiated.



## KEY RESPONSIBILITIES

- Assist with administration of staff daily covers
- Manage diary commitments and variations to daily operations.
- Manage scheduling of meetings and coordination of personal calendar
- Maintain school calendar in TASS (making changes as required to keep the calendar up to date)
- Create and manage documents such as, but not limited to, student, staff and parent communications, agendas, newsletter items and external communications as required
- Provide logistical support for the planning and coordination of internal and external events e.g. parent/teacher interviews, staff induction, speech night
- Administration of staff professional development records
- Undertake other duties as required and be prepared to step into other administrative roles to support a small but busy support staff
- Organise catering from time to time
- Proofread student reports before the final dispatch

## ESSENTIAL CRITERIA

- Working With Children Check.
- State as part of your application that you have read, understood, and agree to comply with the College Statement of Commitment to Child Safety and Wellbeing (see below).
- Demonstrated experience in a PA and/or administrative role requiring initiative and enthusiasm.
- Strong organisational skills and the ability to juggle competing priorities, ensuring on-time delivery of all time-critical activities.
- Demonstrated experience working with databases (working with TASS will be highly regarded).
- Demonstrated working knowledge of MS Office suite.
- A high level of professionalism and the ability to work independently.
- Commitment to the vision, mission and ethos of The McDonald College.
- Highly organised with an ability to prioritise and take initiative with limited direction
- Excellent written and verbal communication skills.
- Understanding of the importance of confidentiality and sensitivity.
- Excellent interpersonal skills.
- Confident in making suggestions for process improvement.
- Flexibility and willingness to adapt to the changing needs and requirements of the position.

Please note if you do not address the above essential criteria, your application will not proceed.



## KEY RELATIONSHIPS

- Deputy Principal
- Principal
- Office Manager
- Support Staff
- Teachers, Students and Parents

## PLEASE INCLUDE WITH YOUR APPLICATION

- Covering letter, addressing the selection criteria and acknowledge that you have no knowledge of:
  - any Child Protection allegations against you
  - any professional misconduct allegations concerning you
- A Curriculum Vitae
- Working With Children Check including date of expiry and date of birth
- Completed Child Safe Applicant Declaration
- Contact details of two (2) professional referees, one of which must be from your latest employer

## PLEASE ADDRESS YOUR APPLICATION TO:

Maxine Kohler c/o [marketing@mcdonald.nsw.edu.au](mailto:marketing@mcdonald.nsw.edu.au)

Interviews will commence as soon as suitable candidates apply.

## CLOSING DATE

4.00pm on Monday, 3 February 2025

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## STATEMENT OF COMMITMENT TO CHILD SAFETY AND WELLBEING

All children and young people who come to The McDonald College have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.



The College regards its child safe responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the important and specific role they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all they do, and every decision they make.

The child's right to privacy is respected and supported based on honest and open communication. Fostering trust and respecting boundaries will nurture confident young adults.

The College's Statement of Commitment to Child Safety has been designed to reflect the National Principles for Child Safe Organisations.

Please see here for The McDonald College [Child Safe Applicant Declaration](#).