

## Executive Assistant

### Position Details

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| <b>Position title:</b>                                                                                                | Executive Assistant |
| <b>Reports to (position title):</b>                                                                                   | College Principal   |
| <b>Direct reports:</b>                                                                                                | No                  |
| <b>Organisation:</b>                                                                                                  | Saints College      |
| <b>Contract tenure:</b>                                                                                               | Ongoing             |
| <b>FTE:</b>                                                                                                           | Full time (1.0 FTE) |
| <b>Expected level of contact with Children:</b><br><i>(In accordance with Child Safeguarding Standards Framework)</i> | Casual Contact      |
| <b>Location:</b>                                                                                                      | Melbourne VIC       |
| <b>Approved:</b>                                                                                                      | July 2026           |

**Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities are encouraged to apply**

### About Us

#### Our Organisation

Saints College provides a safe, inclusive, and flexible learning environment for young people who have become disengaged from mainstream education. Our team is committed to supporting young people in re-engaging with learning through a personalised and trauma-informed approach that meets their individual needs.

We prioritise building honest and authentic relationships with young people, their families, and communities, fostering a culture that values, supports, and celebrates the dignity and uniqueness of each person.

Guided by the vision of Edmund Rice and the transformative power of education, we empower young people to achieve personal growth, academic success, and social connection, enabling them to build positive futures.

#### Our Structure

Saints Education is an initiative of Edmund Rice Education Australia (EREA), and operates as part of EREA Victorian Schools Ltd. It oversees a diverse range of educational services, including Saints College, Saints Knowledge Institute and Saints Early Years. Saints College operates across multiple campuses in metropolitan Melbourne and regional Victoria, including BlendED and Fitzroy North College, providing flexible, inclusive, and trauma-informed education.

As part of the EREA network, Saints Education is committed to fostering a supportive and empowering learning environment that reflects the values and vision of Edmund Rice. We offer a full-time, multi-year secondary education program tailored to meet the needs of young people who have disengaged from mainstream

education, ensuring every individual is supported on their path to personal growth and success. We work closely with families, community organisations, and support services to provide wraparound care that addresses both educational and personal development needs.

### **Our Young People**

The young people we work with come from diverse backgrounds and may face a range of barriers to education, including:

- Experiences of trauma or adversity
- Mental health challenges, disability and/or neurodivergence
- Significant gaps in learning
- Experiences of exclusion or suspension from mainstream education
- Experiences of school can't/ school refusal
- Involvement in out-of-home care or the child protection system
- Experiences of homelessness or housing instability
- Responsibilities as young parents
- Generational cycles of poverty, early school leaving or unemployment
- Interaction with the youth justice system

We recognise that each young person's journey is unique. Our staff are committed to providing a safe, respectful, and empowering learning environment where young people can develop confidence, reconnect with education, and work towards their goals.

### **Our Values**

Saints College operates under four key principles that guide our daily interactions and community culture:

- **Respect** – Valuing each person's dignity, voice, and lived experience
- **Honesty** – Fostering trust and truthfulness through open and authentic communication
- **Participation** – Encouraging young people to actively engage in their learning and personal growth
- **Safe and Legal** – Creating a secure and structured environment where all community members can thrive

This framework, known as Operation by Principles, is a defining feature of our approach. It establishes a common ground foundation for all members of our community—young people, staff, and families—ensuring that relationships, learning experiences, and conflict resolution are built on mutual understanding and shared responsibility. Through the use of Unconditional Positive Regard, strength based neuroaffirming practice with a trauma informed lens, we create an inclusive, safe, and empowering learning environment where young people can thrive academically, socially, and emotionally.

### **Our Commitment to the EREA Charter and Touchstones**

As part of the Edmund Rice network, Saints Education is committed to the principles of the **EREA Charter** and its four Touchstones:

- **Liberating Education** – Providing innovative and inclusive learning opportunities
- **Gospel Spirituality** – Fostering a culture of compassion, hope, and social justice
- **Inclusive Community** – Welcoming and valuing diversity, ensuring all young people feel a sense of belonging
- **Justice and Solidarity** – Advocating for fairness, equity, and the dignity of all

The EREA Charter and Touchstones guide our mission and reflect our commitment to providing a high-quality education that is responsive to the needs of young people. More information can be found on the [EREA website](#).

## About the Role

The Executive Assistant to the College Principal provides high level administrative and organisational support to the College Principal. This role is vital for ensuring the smooth operation of the College Principal's office to ensure the efficient functioning of their role in the support of campuses.

## Duties and Responsibilities

Typical duties and responsibilities include, but are not limited to:

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| <b>Operation by Principles</b>             | <ul style="list-style-type: none"> <li>Model best practice in Operation by Principles and other key practices as articulated in the practice Framework.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Child Safety and Compliance</b>         | <ul style="list-style-type: none"> <li>This position is subject to compliance with all relevant laws, regulations, and policies governing education in Victoria, including but not limited to the Education and Training Reform Act 2006, and the Child Safe Standards</li> <li>All employees must adhere to Saints College and EREA Victorian Schools Limited policies and procedures and where applicable EREA frameworks and policies.</li> </ul> <p><b>Child Safety Obligations</b><br/>All employees must adhere to the following:</p> <ul style="list-style-type: none"> <li>Saints College's Policies and Procedures implemented as part of compliance with <a href="#">Ministerial Order 1359: Implementing the Child Safe Standards – Managing the risk of child abuse in schools</a></li> <li>EREA's Code of Conduct</li> <li>Ensure legal and mandatory reporting obligations are met, consistent with Saints College's 'Procedure for Responding to and Reporting Allegations of Child Abuse' within the schools 'Child Protection Program'.</li> </ul>                                                                                |
| <b>Assistance to the College Principal</b> | <ul style="list-style-type: none"> <li>Support the College Principal in the management of their calendar including scheduling meetings, appointments and coordination of any travel and accommodation arrangements related to their position.</li> <li>Manage Emails and ensure these are prioritised effectively and followed up in a timely manner.</li> <li>Liaise with staff on the College Principal's behalf by being the first point of contact for any emergencies or triaging where the College Principal is not contactable.</li> <li>Assist in the management of credit cards and acquittals and complete these on the monthly schedule.</li> <li>Assist in the preparation of reports and papers that are required by the College Principal.</li> <li>Prepare correspondence and coordinate information distribution in line with the requirements of the College Principal's office.</li> <li>Organise any events that are required by the College Principal including agendas, venues, catering and invitations.</li> <li>Taking notes and minutes of meetings and following up actions to ensure progress is being made.</li> </ul> |
| <b>General</b>                             | <ul style="list-style-type: none"> <li>Maintain a high level of confidentiality.</li> <li>Work at a strategic level to ensure all administrative processes are completed in a timely, accurate and efficient manner.</li> <li>Build relationships with the broader leadership team and key stakeholders across all campuses.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|              | <ul style="list-style-type: none"> <li>• Ensure information is stored appropriately and in line with privacy requirements.</li> <li>• Participation in professional supervision.</li> </ul>                                                                                                                     |
| <b>Other</b> | <ul style="list-style-type: none"> <li>• Carry out duties and tasks that may be reasonably assigned by the College Principal, within the level and remit of the role.</li> <li>• All staff are expected to implement self-care strategies, and access organisational staff supports wherever needed.</li> </ul> |

### Key Selection Criteria and Requirements

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| <b>Qualifications</b>                   | <ul style="list-style-type: none"> <li>• Formal qualifications at business administration or office management at degree level, or equivalent education and experience.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Knowledge and Experience</b>         | <ul style="list-style-type: none"> <li>• 3 years of experience in a similar role.</li> <li>• Demonstrated experience in providing high level executive or administrative support, developing and maintaining administrative processes which support efficient and compliant operations.</li> <li>• Experience working in a school setting highly regarded.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Capabilities</b>                     | <ul style="list-style-type: none"> <li>• Be able and willing to uphold and role model the schools' principles of operation of Respect, Participation, Safe and Legal, and Honesty.</li> <li>• Highly developed written and verbal communication skills.</li> <li>• Excellent organisational skills, with the ability to prioritise, escalate and meet deadlines, and independently relate existing policy and processes to work.</li> <li>• Proficient in Microsoft office applications and good attention to detail and accuracy when preparing communications and documentation.</li> <li>• Ability to work in a collaborative environment and build quality working relationships and meet deadlines.</li> <li>• Highly developed interpersonal skills, and ability to operate with empathy and care while providing information, particularly in the context of relating to team members, young people and parents/caregivers.</li> <li>• Resilient with a high level of emotional intelligence and the ability to maintain confidentiality.</li> <li>• A commitment to ongoing professional learning to enable further development of skills and expertise.</li> </ul> |
| <b>Probity checks and Certification</b> | <ul style="list-style-type: none"> <li>• Hold a valid Working with Children Check or have the ability to obtain, and a National Police Check certificate (issued within the last six months), or hold a current Victorian Institute of Teaching (VIT) registration.</li> <li>• Hold appropriate Australian Work Rights.</li> <li>• Valid First Aid Certificate or willingness to obtain.</li> <li>• Valid Australian Driver's Licence and willingness to drive school vehicles when required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Physical Requirements</b>            | <ul style="list-style-type: none"> <li>• This role will involve frequent sitting and standing, walking or moving within a school and office environment across multiple levels, complete fine motor skills such as typing or writing, and requires auditory and visual ability.</li> <li>• Ability and willingness to travel to school sites and attend professional development as required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |