



## Our Lady of Mercy College

Dear Applicant,

Thank you for your interest in the position of Executive Assistant to the Principal at Our Lady of Mercy College.

Our Lady of Mercy College is a vibrant school community that seeks to deliver an engaging curriculum meeting the needs of every student. We are a proud Catholic school inspired by the tradition of the Mercy Sisters, committed to providing a holistic education, encompassing educational opportunities that inspire learning, nurture faith and encourage students to embrace life. All staff have a significant role to play in achieving our mission and offering a quality education in line with 'The Mercy Way'.

As a College, our aim is to attract people who want to be part of a community that encourages life-long learning, providing a safe and nurturing environment.

Please find below the items included in this package:

- Position Information
- Duty Statement
- General Information for Applicants

Any questions regarding this role can be directed to Mrs Maree Maughan, Director of Staff, on (08) 9720 3300.

Kind regards,

**Mr Vince Bellini**  
**Principal**

Embracing Life | Nurturing Faith | Inspiring Learning

100 Leisure Drive, PO Box 220, Australind WA 6233, P (08) 9720 3300  
[admin@olmca.wa.edu.au](mailto:admin@olmca.wa.edu.au) | [www.olmca.wa.edu.au](http://www.olmca.wa.edu.au)



## **Position Information**

### **Executive Assistant to the Principal**

Full Time (45 weeks per year), Ongoing

#### **About us**

Our Lady of Mercy College is a nurturing, co-educational secondary institution, catering to students from Year 7 to Year 12. We provide an environment designed for academic excellence, spiritual growth, and holistic development. Nestled in peaceful surroundings, our campus offers engaging learning areas, expansive open spaces and sporting facilities, ensuring that students have the ideal setting to thrive academically, socially, and spiritually.

At Our Lady of Mercy College, we celebrate the Catholic faith in the Mercy tradition. We inspire our staff and students to embrace all facets of life, nurturing their spirituality and fostering deep learning. As a college, we prioritise equipping our students with the skills and knowledge needed to address real-world issues, preparing them to excel today and thrive tomorrow.

Join us on a journey of discovery and transformation, where compassion, excellence, and lifelong learning intersect to create a brighter future for all.

#### **Key Responsibilities**

##### **1) Catholic Identity & Mission**

The Executive Assistant to the Principal assists in the development of the College as a faith community by ensuring that Christian values are reflected in their attitudes and practice.

The Executive Assistant to the Principal will:

- Actively promote the College's purpose, beliefs and values in collaboration with the College Executive.

Specific Responsibilities:

- Promote a Catholic culture and a unity of purpose among staff based on Gospel values.
- Support staff members of the College Executive to work with the College community to implement the Catholic School Improvement Plan.

##### **2) Leadership**

The Executive Assistant to the Principal will:

- Support the Principal to lead and coordinate work of the College Executive.
- Liaise with support staff to effectively aid the work of the College Executive.

Specific Responsibilities:

- Encourage and maintain a climate of quality and excellence within the College and develop collaborative relationships with internal and external stakeholders.
- Work collaboratively with members of the Administration and Support Team to deliver effective and efficient support to the Principal.



- Provide effective leadership in the implementation of special projects.
- Actively participate in all relevant College staff meetings and professional learning opportunities.
- Manage the professional learning of self.
- Anticipate and respond positively to changing demands, and support others to do the same.

### **3) Administration**

The Executive Assistant to the Principal demonstrates accomplished administrative knowledge and skills to provide administrative services that support the work of the Principal and the College Executive.

The Executive Assistant to the Principal will:

- Demonstrate a commitment to achieving best practices in the way in which they execute their role.

Specific Responsibilities:

- Develop and implement effective administrative processes.
- Ensure continuous improvement of administrative practices and systems.
- Anticipate and mitigate issues that may impact the activities of the Principal.
- Provide executive and administrative support and assistance to the Principal including, administrative support for the CSAC and other College committees as required, prepare written correspondence, presentations, agendas, and minutes for meetings where required.
- Maintain professional confidentiality concerning information about staff, students and community members.
- Ensure all information created by the Principal is aligned to the College style guide and presents professionally.
- Manage and maintain the Principal's calendar to effectively coordinate their daily business. Collaborate with the College Executive to ensure calendars are streamlined.
- Manage the flow of incoming and outgoing correspondence and queries to the Principal, redirecting to other staff when appropriate.
- On behalf of the Principal, communicate and liaise with internal and external stakeholders on a range of issues, respecting confidentiality whilst maintaining effective work relationships.
- Under the direction of the Principal, maintain College Registers (e.g Code of Conduct, Risk Register, Compliance Register etc.) as required.



#### **4) Events/Community**

The Executive Assistant to the Principal contributes to the development of a College environment that embraces the Mercy core values of compassion, service, hospitality, justice, respect and courage.

The Executive Assistant to the Principal will:

- Have an understanding of the broader community within which the College is located being aware of the cultural, social and economic characteristics that inform the needs of students, families and carers including the challenges they encounter.

Specific Responsibilities:

- Provide effective administrative support for College events under the direction of the Principal.
- Build and sustain collaborative relationships within and external to the College and wider community.
- Undertake special projects as directed by the Principal.
- Other duties as directed by the Principal, or delegate.

#### **Conditions and Salary**

Hours are Monday to Friday, 8.00am – 4.00pm, 45 weeks per year.

Salary Package: As per the Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement (2014) for Administrative and Technical Officers. The final salary is dependent on qualification and experience of the successful applicant.

Please click [here](#) to view the Salary Schedule.

Please click [here](#) to view the current Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement (2014)

**Applications close at 4.00pm (AWST) on Monday, 10 February 2025.**



## **Duty Statement**

### **Executive Assistant to the Principal**

The Executive Assistant to the Principal is primarily responsible for the efficient and effective assistance to the Principal and the College Executive to provide professional support using high level administration skills. The successful candidate must demonstrate confidentiality, and a proactive approach while contributing to the smooth running of the College's daily operations. The Executive Assistant to the Principal ensures that exceptional customer service is provided to staff, parents, and students in the coordination of the commitments of the College Principal.

### **Selection Criteria**

#### **Essential**

- A strong commitment to the ethos of Catholic Education and a willingness to promote and support both Catholic and Mercy values as a member of Our Lady of Mercy College.
- Proven performance in a similar or related role within a school or related work environment.
- Proven ability to develop positive relationships with a broad range of stakeholders, both internal and external to the College.
- Demonstrated experience as an engaging and motivating team member.
- High level of competency and proficiency in the use of Microsoft 365 (Office applications).
- The ability to maintain professional confidentiality concerning information about staff, students and community members.
- Initiative to identify opportunities for improvement and the ability to actively implement improvements in the work of the team.
- Excellent verbal and written communication skills.
- The ability to prioritise and manage time in an efficient and proactive manner.
- High levels of organisational and administrative skills.
- The ability to anticipate and respond positively to changing demands and encourage others to do the same.
- Demonstrated ability to work autonomously and as part of a team.
- Strong problem solving and critical thinking skills.
- An energetic, solutions focused approach.

#### **Desirable**

- A tertiary or similar qualification in a related field.

#### **After Hours Requirements**

- Flexibility of hours will be required to attend meetings and particular College events.



## General Information for Applicants

Applicants must be fully supportive of the objectives and ethos of Catholic education and be involved in co-curricular activities as part of general duties.

Applications for a position at Our Lady of Mercy College must consist of:

### 1. Cover Letter

The cover letter should clearly state the position being applied for and highlight the applicant's skills, knowledge and experience in relation to the position, addressing the Selection Criteria. (maximum 3 pages)

### 2. Current Curriculum Vitae

The Curriculum Vitae should include, where relevant:

- Qualifications
- Employment History
- Relevant Professional Learning
- Reference to any Accreditation held within the Catholic sector
- Extra-Curricular Qualifications and/or experience
- Parish / Community involvement
- Membership of Professional Associations
- Contact details of two (2) professional referees, one of whom should be the current employer.
- If applicable, a Parish Priest or Minister should also be included.

### 3. Copies of any Requested Information

Requested Information - where applicable, applications should include copies of:

- Nationally Coordinated Criminal History Check (NCCHC) or willing to obtain at appointment.
- Have a current Working with Children Check (WWCC) or willing to obtain at appointment.
- Relevant Driver's Licence
- Any relevant certifications including complete all training as required of staff in a Catholic school.
- Acquire and/or maintain relevant Accreditation requirements to work in a Catholic School.

Applications are to be addressed to The Principal, Mr Vince Bellini and submitted via email to [humanresources@olmca.wa.edu.au](mailto:humanresources@olmca.wa.edu.au)