We are looking for a motivated, highly organised self-starter with initiative, common sense and a friendly yet professional manner. Competency in Microsoft Office Suite, accurate typing and exceptional written and verbal communication skills are required, including the ability to maintain confidentiality and to relate effectively to parents and students alike. The role will report to the Head of Counselling Services. This position is permanent, Monday to Friday, 8am to 4pm during school term time only.

General Information

Trinity Grammar School is the largest Anglican Boys’ day and boarding School in NSW with an enviable reputation and tradition for serving the educational needs of boys and young men over a number of generations. The School has campuses located in Strathfield (Preparatory School), Summer Hill (Senior, Middle and Junior School), and Field Studies Centre at Woollahra. Since its founding in 1913, Trinity has forged a reputation for outstanding academic results, a caring pastoral programme and an emphasis on both traditional and community sports. Trinity has an enrolment of some 2000 boys.

The Senior School is a member of the Combined Associated Schools of New South Wales and joins in the CAS Sports competition, while the Preparatory School and Junior School are members of the Independent Primary Schools Heads of Australia and participates in the IPSHAA Sports and Cultural activities.

All members of staff are appointed by the Head Master and they are responsible to him for the overall performance of their duties. The Head Master delegates his authority to senior staff members for the effective management of the School.

Mission Statement

The mission of Trinity Grammar School is to provide a thoroughly Christian education for its boys, imparting knowledge and understanding of the world we live in, and recognising the importance of spiritual qualities in every sphere of learning and living. The School actively encourages its students to grow in wisdom and stature and in favour with God and man.

1. Primary Objectives.
   The Executive Assistant Educational Support Services is expected to:
   1.2. Carry out a complete range of executive support functions to ensure the smooth running of the TESS Department.
   1.3. Support the School by responding to all enquiries in a prompt, courteous and professional manner.
   1.4. Initiate and develop relationships with a wide variety of people, showing interest in and understanding of others needs and concerns.
1.5. Foster open communication by ensuring a smooth flow of information between self and others through clear speaking and writing, encouragement of open expression of ideas, effective listening and sharing of techniques.

2. **Shared Values.**
   All organisations have a culture that is built on the shared values of its people. It is an expectation that employees will strive to uphold the values that are fundamental to the School, which include:
   2.1. Empathy – be supportive of the needs of staff, students and the wider school community.
   2.2. Efficiency – setting priorities to work effectively with minimum supervision
   2.3. Drive and commitment – sets high personal standards of performance, strives for results and success
   2.4. Positive attitude – is positive in approaching and undertaking all duties
   2.5. Timeliness – completes tasks in accordance with set timeframes
   2.6. Professional development – participates in required professional development and demonstrates application of skills learnt
   2.7. Continued support of School ethos

3. **Roles.**
   The roles include, but are not limited to
   3.1. Preparation of correspondence, minutes of meetings, reports and drafting of letters
   3.2. Liaison with parents, staff, students, the wider school community and external organisations
   3.3. Maintenance of electronic databases and other files
   3.4. Diary Management
   3.5. Communication with appropriate staff and others on relevant issues
   3.6. General administrative duties ie. photocopying, filing, equipment ordering, laminating, mail outs
   3.7. HSC administration required by the Board of Studies
   3.8. Administration of students’ special provisions for examinations
   3.9. Provide assistance to other faculty members including the Head Master, his Executive Committee, pastoral and academic staff when required.
   3.10. Research and preparation of information as requested
   3.11. Such other duties as may be required consistent with the job-holder’s knowledge, skills and abilities

4. **Essential Skills/Specifications.**
   Minimum skills required for this role include:
   4.1. Advanced Skills in Word
   4.2. Advanced Skills in Excel
   4.3. Intermediate level skills in PowerPoint
   4.4. Competent use of electronic databases
   4.5. Minimum typing speed of 50wpm (in a test environment)
   4.6. Excellent spelling and grammar
   4.7. Excellent oral and written communication
   4.8. Minimum of five years’ experience in a similar role
   4.9. Proven experience handling confidential matters

5. **Performance Indicators.**
   Performance Indicators are a means of assessing and evaluating the characteristics of services, processes and
operations of roles. These include:

5.1. **Accuracy**: demonstrates an acceptable level of accuracy in relation to all written and verbal communications with regard to position held

5.2. **Adaptability**: demonstrates confidence, maturity and flexibility in response to work challenges. Is open to feedback and change

5.3. **Confidentiality**: ensures the confidentiality of all information and only disclose to others with prior consent

5.4. **Protocols**: complies with codes of behaviour, policies, procedures and business etiquette

5.5. **Propriety**: personify the shared values

6. **Review Procedures**
   6.1. A formal review will occur annually and be supported by on-going informal appraisals.

All applications must be: > made on the School’s standard form;  
> completed onscreen and then printed, **single-sided**;  
> accompanied by a resume; and  
> lodged without binding or stapling with:

**The Head Master’s Secretary**  
Trinity Grammar School  
PO Box 174  
Summer Hill NSW 2130