



# Position Description

## Executive Assistant to the Principal

Lourdes Hill College educates young women to embrace life and a passionate love of learning in a nurturing, inclusive and innovative Catholic learning community. We equip each person to reach their potential and boldly embody Benedictine values, listening actively with the 'ear of the heart'. Our overarching vision is to be universally recognised for empowering generations of young women to be a transforming Benedictine presence in our world.

### Position Overview

The Executive Assistant to the Principal provides high-level executive, administrative, and organisational support to the Principal, enabling the effective leadership and strategic direction of the College. This role is pivotal in supporting the Principal's capacity to lead the College's mission, people, and operations with clarity, professionalism, and integrity.

Working in close partnership with the Principal and collaboratively with the College Leadership Team, the Executive Assistant ensures the smooth management of the Principal's office, priorities, communications, and governance-related processes. The role requires discretion, sound judgement, exceptional organisational skills, and a strong understanding of the College's values and strategic direction.

Grounded in the College's Benedictine charism and commitment to service, community, and stewardship, the Executive Assistant contributes to a culture of trust, professionalism, and excellence across the life of the College.

Duties and associated indicators of successful performance include:

### Mission and Religious Life

- Build strong, trusting relationships with students and families to understand factors influencing school attendance or engagement.
- Act as a compassionate point of contact for families requiring additional support or coordination of care.
- Conduct restorative and solution-focused conversations that promote understanding, accountability, and hope.
- Assist families in navigating available College and community supports to overcome attendance barriers.

### Executive and Strategic Support

- Provide high-level executive support to the Principal, anticipating needs, managing priorities, and enabling the effective use of the Principal's time and focus.
- Manage the Principal's diary, scheduling, and commitments with foresight, balancing strategic, operational, governance, and community priorities.
- Prepare briefings, background papers, agendas, presentations, and supporting documentation to inform decision-making and strategic leadership.
- Coordinate and track actions arising from meetings, ensuring follow-up and accountability across the College Leadership Team where appropriate.
- Support the planning, coordination, and monitoring of strategic initiatives and College priorities, assisting the Principal to maintain oversight of progress and key milestones.
- Assist in the preparation of reports, submissions, and communications that support strategic planning, review, and evaluation processes.



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- Manage confidential correspondence and sensitive matters on behalf of the Principal with discretion, sound judgement, and professionalism.
- Act as a trusted point of coordination between the Principal and members of the College Leadership Team, supporting effective information flow and alignment of priorities.
- Contribute to the continuous improvement of executive systems, processes, and workflows to enhance efficiency, clarity, and effectiveness in the Principal's office.
- Support the Principal through proactive prioritisation, forward planning, and anticipation of emerging issues.

## **Communication and Liaison**

- Act as a key point of contact for the Principal, managing internal and external enquiries with professionalism and discretion.
- Draft and manage correspondence on behalf of the Principal, ensuring clarity, accuracy, and alignment with College tone and values.
- Liaise with members of the College Leadership Team, staff, families, Past Pupils, Board members, and external stakeholders as required.

## **Operational and Office Management**

- Ensure the effective day-to-day operation of the Principal's office, including systems, processes, and record management.
- Support the coordination of College events, ceremonies, and official functions involving the Principal.

## **Confidentiality and Professional Integrity**

- Exercise a high level of discretion and confidentiality in all matters relating to the Principal, staff, students, and governance.
- Demonstrate sound judgement, professionalism, and composure in complex or sensitive situations.
- Uphold the values, ethos, and reputation of the College at all times.

## **Other Duties**

- Any other duties as required.

## **Other Information:**

This role reports to the College Principal.



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## Direct Reports

- NIL

## Key Relationships

- College Board and Board Committees
- College Leadership Team
- Good Samaritan Education
- Parents and families (as required)
- External consultants, contractors, and professional service providers
- Community and partner organisations
- Travel, event, and governance-related service providers

## Qualifications and Experience

- Demonstrated experience providing high-level executive support to a senior leader, preferably within a school or complex organisational environment.
- Proven ability to manage confidential and sensitive matters with discretion, sound judgement, and professionalism.
- Highly developed organisational, communication, and documentation skills.
- Experience supporting governance and Board processes (desirable).
- Relevant qualification in Business Administration, Executive Support, or equivalent experience (desirable).
- Commitment to the mission, values, and ethos of a Catholic, Benedictine school.
- Current Working with Children Check, or ability to obtain prior to commencement.

## Term of appointment

This role is full time, and is classified as a Level 7, School Officer under the Catholic Employers Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2023-2026.