JOB DESCRIPTION
PA to Principal

Directly for Principal
- Setting up meetings for the Principal as requested.
- Managing the Principal’s diary.
- Receiving staff/parent inquiries and responding/redirecting accordingly.
- Drafting emails, thank you letters, mazel tov, condolence letters, Statements of Service, Confirmation of Employment letters, on behalf of the Principal.
- Sending out communications (via email) to parents and or staff.
- Minuting other meetings as requested.
- Reviewing all mail and redistributing accordingly.
- Managing any action/reporting required for BOSTES, NSW Teachers (Accreditation), AIS, Dept of Education & Training, NAPLAN.
- Providing all Forms to the Principal for approval (student leave requests, excursion requests, staff development applications) and then advising relevant staff/parents of the approval.
- Putting together the Annual Reports.

Other Administrative Tasks
- Liaison for Boys High School students, e.g. sign-in/out, collection of permission notes, money for fundraising activities, basic first aid (band aids/ice packs).
- Setting up of Parent/Teacher Interview online booking system (twice per year). Act as the contact point for any technical assistance required by parents or staff.
- Liaising with the CEO re the drafting of contracts for incoming staff members and amendment letters for any changes to existing staff member’s conditions.
  - Ensuring incoming staff have completed WWCC.
  - Ensuring all details for incoming staff have been entered into Edumate.
- Drafting Staff Development Day schedules each term, based on sessions proposed by Heads.
- Updating KTC calendar (excel document) as requested.
- Updating KTC Handbooks and policies as the need arises.
- Liaising with CSG to organise drills each term.
- Organising schedule for School Photo Day including liaising with photographers and ensuring all data is provided to print envelopes. Distribute envelopes (via relevant school secretaries).
- If requested, organising flowers/gifts for staff.
**Marketing/Communications**

- Creating the weekly eNewsletter and emailing out to parents, staff, Board and others.
- Updating the KTC website.
- Designing/creating flyers, invitations, brochures and programs for various KTC events and ensuring it is consistent with KTC branding.
- Maintaining Press Clippings folder with all publicity of KTC in the media.
- Posting reminders on Skoolbag app for parents.
- Ordering special KTC-branded cards e.g. Thank You, Chag Sameach, Hatzlocha Year 12 and Rosh Hashana.

**Board Meetings**

- Compiling the Principal’s Report for the monthly Board Meeting.
- Scheduling and communicating dates for Board Meetings and Board Executive Meetings for the year. Rescheduling meetings if required.
- Minuting the monthly Board Meetings and monthly Board Executive Meetings which are held outside of school hours (i.e. 6pm and 7pm respectively).
- Arranging catering for the monthly Board Meetings.