

# Ignite ambition



John Paul College  
Unity | Christ | Learning



<b>Position Title</b>	Executive Assistant to the Chief Financial & Operations Officer
<b>Department/Faculty</b>	Business Operations
<b>Classification</b>	Educational Services (Schools) General Staff Award School Administration Service Grade 5 Level 5.1
<b>Employment Type</b>	Full-time
<b>Reporting Manager</b>	Chief Financial and Operations Officer
<b>Prepared</b>	June 2023
<b>Updated</b>	May 2026

## About John Paul College

John Paul College (JPC) is one of Queensland's largest independent co-educational schools, offering a seamless learning journey from Early Learning to Year 12. Established in 1982 by the community for the community, our motto – Unity | Christ | Learning – continues to guide our mission of nurturing exceptional individuals with courage, integrity and a commitment to enrich society.

Our diverse community includes more than 2,400 students from ELC to Year 12, including our John Paul International College English Language Pathways. We develop ethical, creative and service-oriented thinkers who thrive in an increasingly complex global environment, grounded in Christian Ecumenical values welcoming all faiths and backgrounds.

Set on 33 hectares in Daisy Hill, Logan, our campus combines outstanding facilities with a future-focused education. Innovative learning spaces, sporting ovals, aquatic centres and a highly accredited Outside School Hours Care program support every aspect of student growth.

Guided by our mission to accelerate a dynamic learning community and ignite excellence in all, we nurture learners who are confident, adaptable and compassionate, ready to lead and serve in a multicultural, multi-faith global society.

## Our Values

**Mutual Respect:** We show mutual respect by:

- Accepting others, celebrating our diversity and individuality
- Ensuring fairness and equity in every interaction
- Being patient and tolerant with each other.

**Integrity:** We act with integrity by:

- Demonstrating honesty and truthfulness
- Leading honourable lives with humility

- Taking responsibility and meeting our obligations.

**Compassion:** We live with compassion by:

- Showing kindness and love to others
- Caring for the vulnerable and marginalised in our community
- Generously giving of ourselves through active service

**Excellence:** We strive for excellence by:

- Seeking knowledge and a deep understanding of the world
- Rising to the challenge of the complex, difficult and unfamiliar in our lives
- Setting and achieving aspirational goals.

## Position Purpose

The **Executive Assistant to the Chief Financial and Operations Officer** provides high-level executive and administrative support to the Chief Financial and Operations Officer on a day-to-day basis.

The successful candidate will need to be informed of, and work within, the strategic direction of the College and to assist the Chief Financial and Operations Officer in achieving KPIs and desired outcomes for the College.

Given the nature of the position within the organisation, it is especially important that the highest degree of confidentiality, diplomacy and tactfulness be maintained at all times.

The primary accountabilities are outlined below. This Position Description is a guide only and is not intended to be an exhaustive list of the duties, and from time to time the incumbent may be required to undertake other reasonable tasks that arise from time to time. It is subject to review and modification in response to the changing needs of the College and in consultation with the incumbent.

## Reporting Relationships

The **Executive Assistant to the Chief Financial and Operations Officer** reports directly to the Chief Financial and Operations Officer.

**Key Liaisons:**

- The Principal
- The College Board
- The Executive Team
- Executive Assistant to the Principal
- College Senior Leadership
- Business Operations Teams

## Key Responsibilities

Key responsibilities for the **Executive Assistant to the Chief Financial and Operations Officer** include:

**Administrative Matters**

- Provide comprehensive meeting administration support to the Chief Financial and Operations Officer, including agenda preparation, distribution of meeting papers, minute-taking, and ensuring all relevant documentation is readily available.
- Manage engagements and associated briefings for the Chief Financial and Operations Officer, including advising of upcoming opportunities, commitments and responsibilities, preparing presentations and briefings material including liaison with

relevant internal and external contacts.

- Prioritise conflicting needs; handling matters expeditiously, proactively, and following-through on projects to successful completion, often with deadline pressures.
- Research, prioritise, and follow up on incoming issues and concerns addressed to the Chief Financial and Operations Officer, including those of a sensitive and confidential nature. Determine appropriate course of action, referral, or response.
- Coordinate and oversee the planning and delivery of events, functions, and meetings on behalf of the Chief Financial and Operations Officer, providing end-to-end logistical support throughout. Maintaining relevant databases and maintenance of electronic and physical records.
- Act as a host to visitors to the Chief Financial and Operations Officer.
- Coordinate travel arrangements for the Chief Financial and Operations Officer.
- Act as a key liaison between the Chief Financial and Operations Officer and the Board, staff, parents, and wider College community, fostering positive and productive working relationships.
- Archive statutory records, including minutes, briefing papers and lodgements with statutory regulators.
- Attend to all correspondence as directed by the Chief Financial and Operations Officer and maintain accurate records.
- Maintain the electronic filing system for the Chief Financial and Operations Officer.
- Develop, maintain, and monitor effective working procedures to ensure efficient operation for the Chief Financial and Operations Officer.
- Preparation and reconciliation of the Chief Financial and Operations Officer corporate credit card.
- Maintain strict confidentiality of all matters concerning the Chief Financial and Operations Officer and the Business Operations Teams.
- Other duties as directed by the Chief Financial and Operations Officer and/or Principal.

### **Board Matters**

Assisting the EA to the Principal with:

- Collation, formatting and publication of Board and Committee papers in Diligent Boards. Update action registers and follow up with relevant individuals to ensure items are closed out in a timely manner.
- Provide comprehensive meeting administration support for Board meetings, including minute-taking, and ensuring all relevant documentation is readily available.
- Administration of Diligent Boards.
- Logistics management for Board and defined Committee meetings, including meeting invitations, venue bookings and catering requirements.
- Production of central timetable (Governance Calendar) for all committees and Board events.
- Daily monitor and triage the [companysecretary@jpc.qld.edu.au](mailto:companysecretary@jpc.qld.edu.au) email inbox.
- Monitor and keep up to date, the Blue Card requirement of each Board Member.
- Maintain strict confidentiality of all matters concerning the Board and its Committees.

From time to time, fulfilling these responsibilities may necessitate working additional hours, or attending College events outside of work hours.

This position description is intended to describe the general nature and level of work to be performed. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. John Paul College reserves the right to amend this position description at any time.

## Skills and Abilities

The ideal individual will have the ability to exercise good judgement in a variety of situations, with outstanding written and verbal communication, administrative, and organisational skills.

They demonstrate the ability to maintain a realistic balance among multiple competing priorities. The role requires that the Executive Assistant troubleshoots conflicts with little guidance and makes judgements and recommendations to ensure smooth day-to-day operations of the office of the Chief Financial and Operations Officer.

- The Executive Assistant is a highly resourceful team-player, who demonstrates the highest level of customer service and responsiveness.
- The ideal individual will be positive and energetic. They will remain calm and courteous under pressure.
- Effective and efficient use of College databases and systems
- Effective and efficient use of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams, OneNote).
- Ability to observe confidentiality, tact and diplomacy and preserve the integrity of the Chief Financial and Operations Officer's office.
- High level of accuracy and attention to detail.
- Good understanding of financial and governance practices.
- Ability to manage and set priorities, work calmly and meet deadlines in a pressured environment.
- Proactive approach to work and willingness to acquire new skills. Passion for finding ways to improve administrative processes.
- Adaptability and flexibility in undertaking a range of tasks
- Advanced proofreading and editing skills.
- Ability to learn new software packages quickly and proficiently

## Additional requirements

All employees of John Paul College are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position, including attendance at functions and events early in the morning, in the evening and on weekends.
- Accept that the College reserves the right to modify the position to meet its operating needs
- Assist and relieve in other positions from time to time.
- Demonstrate support for the College's philosophy, policies and procedures and core values.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.
- Support the College's core values and College's Christian Ecumenical ethos.
- This position involves working with children and will be subject to satisfactory employment screening for child-related employment in accordance with the law.

## Qualifications

- The role requires advanced to master level of proficiency in the Microsoft Office suite (Outlook, Word, Excel, PowerPoint and Teams) and Adobe Acrobat. Must be skilled at using various technologies for communication, database management, report writing, spreadsheeting, graphics, word processing, desktop publishing, scheduling, presentation creation / editing and project management
- Current Blue Card / Positive Notice Working with Children check or ability to obtain one

## Experience

- Considerable experience (10+ Years) supporting senior executives and professionals, preferably in a school or tertiary education setting.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.

## Selection Criteria

The successful candidate will have:

1. Extensive experience in Personal Assistant or Executive Assistant positions to senior executives.
2. Advanced skills in the Microsoft Office suite of packages including Microsoft Power BI. Experience in Synergetic would be well regarded but not essential.
3. Strong attention to detail and good time management skills to prioritise work and deliver to deadlines with the flexibility to rearrange priorities if required.
4. Self-motivated and able to work autonomously.
5. Able to demonstrate high levels of discretion and confidentiality.
6. High level of communication skills - written and verbal.
7. Highly developed interpersonal skills - tactful, diplomatic.
8. Able to use initiative to complete all tasks in a professional manner.
9. Understanding the operation of the School and the Business, in particular to assist and advise other employees.
10. Eligible to work in Australia and have, or be eligible to obtain, a Blue Card.

### Other Award Conditions

- This employment is covered by the *Educational Services (Schools) General Staff Award 2020* ('Award') as amended from time to time.
- The position will be classified in accordance with the Award under the classification of School Administration Service Grade 5 Level 5.1.
- This role is paid at an above-Award rate, commensurate with experience.
- Employment is 38 hours a week.
- The regular work pattern is Monday to Friday, 8.00am to 4.15pm, with a 40-minute unpaid lunch break. There is the potential for hours to be worked outside of this period, upon reasonable request.
- The salary will be in accordance with the award and paid in full compensation of all time worked and is inclusive of all legislative entitlements arising out of your employment, including but not limited to overtime, penalty rates, allowances, and any additional monetary entitlements that may otherwise be payable.
- The position is entitled to annual leave in accordance with the Fair Work Act 2009 (Cth) and the Award, as amended from time to time. As such, you are entitled to four (4) weeks annual leave, or such lesser pro-rata amount. Annual leave loading is payable.
- Superannuation contributions will be made in accordance with the Superannuation Guarantee (Administration) Act 1992 (Cth) to a complying superannuation fund of your choice, or to the College's default fund if no nomination is made. The College will contribute superannuation at the rate of 12.75% of your ordinary time earnings, which exceeds the minimum requirement of 12% under the Superannuation Guarantee.