Duties and Responsibilities

General Information

Established in 2003 MBBC is a P – 12 boys’ school set in the leafy bayside suburb of Manly West. It currently has 500 plus enrolments. At MBBC the Middle/Senior School encompasses Years Prep to 6 with Years 7 – 9 constituting Middle School and Years 10 – 12 comprising the Senior School. As an International Baccalaureate World school, Moreton Bay Boys’ College offers the great benefits of an internationally recognised approach to education. Our globally-focused syllabus helps boys connect with the world around them – managing, constructing and deconstructing knowledge and applying it to different contexts and experiences. Teachers use the Primary Years Program (PYP) and the Middle Years Program (MYP) of the International Baccalaureate to plan inquiry-based, differentiated units covering all aspects of the Australian Curriculum. Senior boys follow the QSA pathways with the majority of boys obtaining an OP.

College Vision

The College strives to be a leading internationally minded school that offers its boys an innovative, broadly based educational experience. Our philosophy is built on the foundation of Christian values and aims to develop each boy’s critical thinking and individual abilities, equipping them with the skills necessary to be successful, productive and responsible global citizens. In brief, Moreton Bay Boys’ College strives to develop our boys into young men of faithful service, leadership and integrity, while at MBBC – and into the future.

Relationship with Moreton Bay College

An historic turning point in the College’s evolution occurred on July 1, 2011 when Moreton Bay Boys’ College (MBBC) and Moreton Bay College (MBC) became formally amalgamated on the premise that they are stronger together. Governed by a joint Board and led by a single Principal with each school retaining its single sex focus and its own personality and attributes, both schools have significant strengths to offer the other and together have a unique market leading proposition in private school education.

We work together to harness our expertise, resources, knowledge, facilities and business functions to best effect. MBBC places a strong emphasis on moral education, with its MIRROR attributes for boys at its core. Accordingly, all employees are expected to model the same attributes of respect, care and courtesy for others in their dealings with each other and the College.

1. Appointment

1.1 The Personal Assistant is appointed by the Principal, reports to the Director of Teaching and Learning and Deputy Head of College, and is responsible to the Head of College.
1.2 The position is classified as a School Officer and will attract a salary in accordance with the Moreton Bay Boys’ College Collective Agreement 2013.

1.3 The role of Personal Assistant is responsible for the provision of high level administrative and secretarial support to the Deputy Head of College and Director of Teaching and Learning. This position requires personal and professional discretion, a sense of utmost confidentiality, loyalty and tact.

1.4 The Personal Assistant is expected to support the College community (Head of College, staff, students and parents) in the continued promotion of the philosophy and Strategic Plan of the College. All employees are expected to respect the confidentiality of the individual, and to treat all members of the College community with courtesy.

2. Secretarial Assistance

2.1 Provide secretarial assistance to the Deputy Head of College and Director of Teaching and Learning which includes high quality, accurate word processing of various confidential student reports, assessment, programs, records of meetings, parent information sheets and general correspondence.

2.2 Develop and maintain filing systems to provide easy access to relevant files.

2.3 Assist the Deputy Head of College and Director of Teaching and Learning in the conduct of general administrative duties such as hosting visitors, organising special events (trips/tours, guest speakers, Differentiation PD etc), assisting the PA to the Head of College whenever necessary, scheduling meetings, collation of papers, etc.

2.4 Manage issues concerning the Deputy Head of College and Director of Teaching and Learning correspondence.

3. Administration

3.1 Manage the appointments schedule of the Deputy Head of College and Director of Teaching and Learning.

3.2 Manage incoming correspondence for the Deputy Head of College and Director of Teaching and Learning.

3.3 Effectively maintain the Deputy Head of College and Director of Teaching and Learning calendar and diary.

3.4 Deal effectively with parent requests.

3.5 Work with the Deputy Head of College and Director of Teaching and Learning to facilitate the appraisal process with relevant staff.

3.6 Manage the assessment calendar publication.

3.7 Effectively maintain the College timetables, room allocation, and subject selection.

3.8 Accurately set up and process academic reports issuing timeline to all staff and liaising with Editor.

3.9 Co-ordinator for teaching staff reporting queries.

3.10 Co-ordinate administration of Teacher/Parent interview timetable, and schedule appointments for all teachers.

3.11 Accurate data entry for TASS, SLIMS, SDCS, NAPLAN.

3.12 Co-ordinate and process QSA uploads for Senior School.
3.13 Maintain a register of staff professional development including logging appropriate details with the Queensland College of Teachers.

3.14 Effectively maintain supply teacher register and book supply for PD and other absence.

3.15 Provide support to Deputy Head of College with Student Leadership selection process in the Middle / Senior School (arranging meetings, producing relevant paperwork, liaison)

3.16 Collection of applications, timeline management and provide support where required regarding Student Recognition process.

3.17 Collate for class lists for the new school year for Middle and Senior School.

4. Other

4.1 Other duties which the Deputy Head of College and Director of Teaching and Learning may delegate from time to time.

Requirements

As a condition of employment employees are expected to obtain and hold for the duration of employment, a current Positive Notice Blue Card.

Note that staff are required to familiarise themselves with the College Child Protection Policy.

Moreton Bay Boys’ College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the Workplace Health and Safety Act 2011.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

All employees are bound by the requirements of the College’s policies, procedures and stated mission to act with integrity, and in a way that shows a proper concern for the public interest.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the College.