

Status:	Permanent Position Up to 37.5 hours per week, 44 weeks per annum by negotiation General Staff, Level 4 (Full Time Equivalent of \$88,747- \$93,402 depending on experience and qualification)
Commencement Date	January 14th, 2026
Area of appointment:	Administration
Position Reporting to:	Principal
Key Relationships:	Principal, Heads of School, Director of People, Culture and Operations, Director of Teaching and Learning, Director of Student Wellbeing, Business Manager, Heads of School PA
Pre-requisites:	Suitable executive assistant experience These qualifications/certificates are required prior to commencing employment at HILLS and must be updated for the duration of employment at HILLS:- • Current Working with Children Check • Current Responding to Risks of Harm, Abuse and Neglect Training Certificate (RRHAN-EC) • Current First Aid Certificate • Current Drivers Licence

Introduction

Hills Christian Community School (HILLS) occupies 19 acres within the picturesque Adelaide Hills. At HILLS, we believe that every child is created by God with unique gifts and purpose. Our mission is to provide a Christ-centered education that empowers students to grow in faith, character, and academic excellence. Underpinning all that is done at HILLS is the positioning statement, Planted in Christ, Growing with Nature, Nurtured to Thrive.

The Executive Assistant to the Principal at HILLS plays a pivotal role in providing high-level administrative support to the Executive Leadership Team, particularly the Principal, contributing to the efficient operation of the school and the overall success of its educational mission. This is a position with significant responsibilities and high-level interactions with Executive Leadership members, administration and teaching staff. This position requires exceptional organisational skills, attention to detail, and the ability to manage multiple tasks efficiently. The Executive Assistant to the Principal serves as a key point of contact for internal and external stakeholders, ensuring smooth communication and coordination within the school community. This position offers an exciting opportunity for a dedicated professional to make a meaningful impact within a dynamic, supportive and Christian school community. A high level of professionalism, confidentiality and an enthusiastic approach to working are key components in carrying out this role.

Personal Specification

Staff members of The Hills Christian Community School Inc. are expected to uphold and demonstrate personal qualities and behaviours which are consistent with the School's statement of Aims and Objectives and its Statement of Belief. These include:

- A personal Christian faith, which is reflected in your daily living
- A love of children and learning
- Excellent communication skills, both written and verbal, with the ability to be flexible and remain calm under pressure
- A commitment to a positive team environment
- A pleasant, welcoming and receptive personality with an approachable manner

- An ability to work independently and learn quickly, maintaining a high level of discretion and confidentiality
- Who is able to be flexible and capable of fulfilling a variety of roles

Key Responsibilities**1. Executive & Administrative Support**

- Provide high level administrative and secretarial support to the Principal with discretion, confidentiality, and professionalism.
- Act as a first point of contact and provide a 'gatekeeper' and 'gateway' service to ensure access to the Principal's time and office is appropriate.
- Manage incoming and outgoing communications, including emails, phone calls, correspondence, and reports, ensuring timely and accurate responses.
- Maintain and coordinate the Principal's diary, prioritising competing demands and scheduling appointments for the Principal and Executive Leadership Team as required.
- Prepare and distribute agendas, minutes, and follow-up actions for meetings, including but not limited to Executive Leadership Team Meetings, Staff Committees/Meetings, Parent/Family meetings etc. (and Board Meetings as required).

2. Information & Document Management

- Draft, proof, and edit documentation on behalf of the Principal, ensuring a high standard of accuracy and professionalism.
- Collate, analyse, and present information from surveys, reports, and stakeholder feedback for the Principal and the Board.
- Assist in the preparation, formatting, and publishing of major reports, including the Principal's Report, Annual School Performance Report, and other statutory/strategic documents.
- Maintain effective records management and filing systems (electronic and physical), ensuring compliance with privacy and data protection requirements.

3. Stakeholder Engagement & Relationship Management

- Act as a key liaison between the Principal's Office and staff, students, parents, Board members, and external stakeholders.
- Handle all matters, requests, and complaints into the Principal's Office with diplomacy, initiative, and confidentiality.
- Build and maintain positive relationships with the broader school community to support effective communication and collaboration.
- Support the Principal in developing and maintaining productive working relationships with external partners, education bodies, and government agencies.

4. Event Support

- Support the planning and coordination of school events, leadership functions, and official engagements involving the Principal.
- Provide project management support for initiatives led by the Principal or Executive Leadership Team.
- Assist with travel arrangements, itineraries, and hospitality for the Principal and visiting stakeholders.

5. Professional Standards & Flexibility

- Uphold a high standard of professionalism, integrity, and discretion in all dealings on behalf of the Principal.
- Anticipate the needs of the Principal and Executive Leadership Team, proactively identifying opportunities to improve efficiency and effectiveness.

- Adapt responsibilities in response to the changing needs of the School, as determined by the Principal.

Details of the role may vary from time to time in response to the needs of the School, as determined by the Principal.

Key Selection Criteria

- A personal Christian faith, which is reflected in their daily living
- A relevant qualification in business administration, management, or a related field is preferred.
- Proven experience as an executive assistant or similar role, preferably in an educational or administrative setting.
- Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure.
- Strong interpersonal and communication skills, with the ability to interact professionally with a diverse range of individuals.
- High level of discretion and confidentiality when dealing with private and sensitive information and situations.
- Demonstrated high standard of proficiency in using information technology including: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Suite, and other relevant software applications. Knowledge of school database systems and learning management systems will be an advantage (PC School, Edval, SEQTA).
- Meticulous attention to detail and accuracy.