

# HILLCREST HIGH SCHOOL

## Job Description

### Principal's Assistant and HR co-ordinator

**Responsible to:** *Principal, Business Manager*

**Functional relationships with:** *Senior Leadership Team, Board of Trustees and Staff*

**Hours of work:** *20 hours per week*

#### Key Tasks:

- To assist the Principal in the effective and efficient management and leadership of the school including diary and meeting management
- Manage initial contact, develop relationships and identify information which may assist the Principal in his role with staff and community
- Other duties commensurate with the overall purpose of the position which the Principal may require from time to time, including minute taking and secretarial duties
  
- Manage the HR process in conjunction with the Principal and SLT, including writing and posting job advertisements, managing the HR inbox, creating letters of offer, variation letters, police vet processing, maintaining a register of staff movements and leave.
  
- Support and Liaise with the Board of Trustees
  
- Support the Senior Leadership Team in administrative and organisational tasks.
- Support the Senior Leadership Team in maintaining student absence records and following up when directed
  
- Maintaining the school website, newsletters in conjunction with SLT
  
- Responsible for organising Photo life, hearing screening and school open days
- Other duties from time to time as directed by the Principal and SLT

**Name:**

**Signature:**

**Date:**

# SUPPORT STAFF

## CODE OF CONDUCT

Support staff employed at Hillcrest High School must adhere to the following Code of Conduct.

1. Supporting the school charter, policies and procedures.
2. Maintaining standards of integrity, conduct and loyalty to the school.
3. Maintaining appropriate standards of dress and appearance.
4. Interaction with staff, students and members of the community shall be conducted in a respectful, courteous and professional manner.
5. Respect confidential information on colleagues, students and members of the community unless disclosure is required by the law or serves a compelling professional purpose.
6. Speak out if the behaviour of a colleague is seriously in breach of this Code.