

POSITION DESCRIPTION

Executive Assistant - Student Engagement



**MATTHEW
FLINDERS**
Anglican College

JOB CLASSIFICATION

Position title:	Executive Assistant - Student Engagement
Reports to:	Deputy Principal - Student Engagement
Employment type and work schedule:	Permanent, Part-time (0.75 FTE) Position <i>The role is worked on a full-time equivalent basis of 38 hours per week, Monday to Friday during school term time, including Week 0.</i> <i>To support planning and operational readiness ahead of each term, the role also requires up to seven (7) additional working days during school holiday periods throughout the year.</i>
Department / School:	Secondary School
Location:	1-47 Stringybark Road, Buderim, Queensland
Industrial instrument:	The Queensland Anglican Schools Enterprise Agreement 2024
Position classification pay point:	School Officer, Administration stream, Level 4
Last updated:	May 2026

ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1400 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

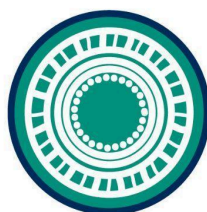
Our Vision

To Educate for Excellence in Learning and Life.

Our Values



Compassion: We are aware of suffering and are motivated to treat others with kindness, care and understanding.



Courage: We act bravely to overcome our fears, accept challenges and learn from our mistakes.



Integrity: We act with honesty, moral strength and grace, guided by humility and compassion.



Respect: We have a high regard for self and others, and for the wider community, and treat each other accordingly.

ABOUT THE POSITION

Position summary

The Executive Assistant – Student Engagement provides high level administrative and operational support to the Deputy Principal – Student Engagement and the Pastoral Leadership Team.

The role supports the effective coordination of student engagement, wellbeing and pastoral operations across the Secondary School, including complex scheduling, event coordination, student data administration, communication management, compliance processes and support for key student programs and activities.

This position plays an important role in ensuring pastoral operations are delivered efficiently and professionally while supporting a positive student and family experience.

Primary relationships

- Reports directly to the Deputy Principal – Student Engagement
- Provides administrative support to the Pastoral Leadership Team (PLT)
- Liaises with Secondary Teaching and Professional Staff
- Liaises with Students and Parents
- Collaborates with the Secondary Administration Team
- Work in collaboration with the Round Square Coordinator and the Teacher in Charge – Duke of Edinburgh Award
- External suppliers, host families and community stakeholders

Main responsibilities

Executive and Operational Support

- Provide high-level executive and administrative support to the Deputy Principal – Student Engagement and the Pastoral Leadership Team.
- Coordinate complex calendars, appointments and operational schedules involving staff, students, parents and external stakeholders.
- Establish and maintain recurring meetings, agenda documentation and operational resources within Google Workspace.
- Coordinate operational rosters, schedules and administrative workflows relevant to the pastoral operations of the Secondary School.
- Maintain and update House staff lists, operational records and emergency management documentation.

Student Administration and Data Management

- Manage and process parent-initiated updates through TASS ensuring the accuracy and integrity of student and family records.
- Coordinate split-family administration processes across Secondary School operations in collaboration with Primary Administration, IT and Finance teams.
- Oversee and triage incoming communications through the central Secondary School email account.

- Support attendance-related administration and ensure the timely communication of student absence information.
- Maintain accurate student leadership and co-curricular records within College systems.
- Collaborate with Community Engagement Team to organise co-curricular photos
- Collaborate with the Head of Sport, Director of Dramatic Arts and Director of Music to organise co-curricular events and awards.

Events, Programs and Student Engagement

- Coordinate the planning and administrative logistics associated with major student and pastoral events, including but not limited to the Year 12 Formal, Valedictory Dinner and Secondary Assemblies.
- Develop Canva slide presentations and supporting communication materials for assemblies and events.
- Coordinate hospitality and catering arrangements for staff and community events.
- Manage the procurement, tracking and stock control of student leadership badges and associated presentation materials.
- Support the administration and coordination of student leadership recognition programs.

Duke of Edinburgh and Round Square Programs

- Provide comprehensive administrative support for the Duke of Edinburgh International Award program, including registrations, ORB tracking, compliance documentation and excursion administration.
- Coordinate the administrative and logistical requirements associated with inbound and outbound Round Square exchange programs.
- Support travel coordination, visa documentation, itineraries, risk assessments and compliance processes (including home visits in collaboration with the Round Square Coordinator) for exchange students and host families.
- Maintain accurate records associated with Blue Card compliance, host family vetting and exchange program documentation.

Financial and Administrative Support

- Monitor and reconcile Secondary School catering, printing, stationery and administrative expense budgets.
- Coordinate purchase requisitions, hospitality supplies and associated financial administration processes.
- Provide broader administrative support to the Secondary Administration Team and contribute positively to the effective operation of the College.

Professional Responsibilities

- Act in accordance with the College's Standards of Practice, policies and procedures at all times.
- Demonstrate professionalism, integrity and sound judgement in all interactions with students, staff, families and the wider community.
- Maintain appropriate professional boundaries in line with the expectations of the College and relevant regulatory bodies.
- Contribute positively to the culture and community of the College, supporting a respectful, inclusive and collaborative working environment.

- Engage in continuous professional learning and development to enhance capability and effectiveness in the role.
- Exercise discretion and maintain strict confidentiality when handling sensitive information.
- Comply with all legislative and regulatory requirements relevant to the role.
- Follow all reasonable and lawful directions from the Principal and delegated leaders.
- Demonstrate a commitment to the College's mission, vision and values in all aspects of work.

Child Safety and Protection

- Act in accordance with the Child Safe Standards (Qld) and the College's child safety policies and procedures.
- Maintain a current Working with Children Check (Qld Blue Card or Qld Teacher Registration) and comply with "No Card, No Start" legislative requirements.
- Demonstrate behaviours that promote the safety, welfare and inclusion of all students.
- Maintain appropriate professional boundaries with students at all times, including in digital environments.
- Identify, respond to and report concerns regarding student safety and wellbeing in accordance with legislative obligations and College procedures.
- Comply with all mandatory reporting obligations, including reporting to the Queensland Family and Child Commission (QFCC) where required.
- Participate in required child protection and safeguarding training, including induction and ongoing updates.
- Contribute to a culture where the student voice is heard, respected and acted upon.
- Support the cultural safety of Aboriginal and Torres Strait Islander students and the inclusion of students from diverse backgrounds.
- Understand and comply with the College's obligations under the Reportable Conduct Scheme (Qld) and cooperate fully with any related processes.

ABOUT YOU

Person specification

Qualifications and experience

- Positive notice from a Working with Children Check (Qld Blue Card) or ability to obtain.
- Open and unrestricted Queensland drivers licence.
- Demonstrated experience in a senior administrative, executive assistant or operational support role, ideally within an educational environment.
- Experience coordinating events, logistics, student administration processes and operational workflows within a busy environment.
- Experience managing sensitive student and family information with discretion, professionalism and confidentiality.
- Experience using administrative and school-based systems including TASS, Google Workspace and related digital platforms is highly desirable.
- Experience coordinating travel, compliance documentation and risk-related administrative processes is desirable.

Knowledge, skills and attributes

- Exceptional organisational and time-management skills with a strong attention to detail and accuracy.
- Highly developed communication and interpersonal skills with the ability to build positive relationships across a diverse school community.
- Demonstrated emotional resilience and professionalism, with the capacity to manage sensitive, complex or emotionally confronting matters involving students, families and wellbeing-related issues while maintaining appropriate confidentiality and professional boundaries.
- Strong digital literacy, including proficiency in Google Workspace, spreadsheets, databases and presentation software such as Canva.
- Ability to manage multiple competing priorities and respond effectively within a fast-paced operational environment.
- Strong administrative capability with a proactive and solutions-focused approach.
- Ability to exercise sound judgement, maintain confidentiality and manage sensitive matters with professionalism and care.
- Demonstrated capacity to work collaboratively while also operating independently when required.
- Strong customer service orientation with a calm, approachable and professional manner.
- Commitment to supporting the values, culture and professional standards of the College.

Physical and inherent requirements

- Capacity to work predominantly within an office and school environment using computer systems for extended periods.
- Capacity to work professionally and resiliently in an environment that may involve exposure to sensitive, complex or emotionally confronting student, family or wellbeing matters.
- Ability to move throughout the campus and support operational and event-based activities as required.
- Capacity and willingness to travel locally to attend home visits, inspections and meetings associated with Round Square exchange families, student programs and other College-related activities and events.
- Capacity to manage competing operational demands and respond effectively within a dynamic school environment.
- Ability to occasionally lift and move light administrative, catering or event materials.
- Capacity to work additional hours during peak operational periods and attend College events where required.

STATEMENT OF COMMITMENT

Safeguarding our Students and Young People

Matthew Flinders Anglican College is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the College and their protection from foreseeable harm. We prioritise student safety and wellbeing in all aspects of our work and do not tolerate any form of child abuse or harm. We act in accordance with the Child Safe Organisations Act 2024 (QLD) and implement the Child Safe Standards and Universal Principle to create a safe, inclusive, and accountable environment. We listen to students, value their views, and support them to participate in decisions that affect them.

Matthew Flinders Anglican College is committed to the safety and inclusion of all students, including those from diverse cultural backgrounds, students with disability, LGBTQIA+ students, and students who may be experiencing vulnerability. We also make a clear commitment to the cultural safety of Aboriginal and Torres Strait Islander students and to providing an environment where their identities, cultures, and connections to Country are respected and upheld.

Workplace Health and Safety

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained, hazards identified and risks are appropriately mitigated.

Equal Employment Opportunity

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.



Matthew Flinders Anglican College

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"Surrounded by our past, united by our future." Artwork by David Williams of Gillimbaa.