

Executive Assistant (EA) - Job Description

Responsible to:

- Principal

Functional Relationships:

- Senior Leadership Team, Staff, Community members, Board, External agencies, Students

The primary roles of the Executive Assistant (EA) are:

- Member of the Executive Management Group | Senior Leadership Team
- To be a dedicated EA for the Principal to ensure they are able to conduct their job more efficiently and effectively
- To closely support the Principal with scheduling, meeting requirements, and managing correspondence
- Providing a comprehensive, confidential and accurate administrative service
- Management and organization of significant documents and relevant information streams
- In all responsibilities, duties and communications, model and promote the school principles, values and ethos.
- Board of Trustees secretary

Key Areas	Expected Outcomes
Senior Leadership Team	
Contribute to school strategic planning Board of Trustees Reporting	<ul style="list-style-type: none"> ● Senior Leadership Team formulation of School Charter, Strategic and Management Plans, and day-to-day organisation of the school ● Administration support to the Board and Presiding member
Executive Manager Support	
Executive Manager support for Principal for their role Be committed to a process of continuous improvement	<ul style="list-style-type: none"> ● Demonstrate active support and assistance to the Principal for the efficient and effective completion of their job ● Maintain utmost confidentiality and discretion in all matters of the Principal's office and activity ● Regular meetings and updates with the Principal ● The Principal is kept informed of any significant issues that come to light that may have serious/negative consequences e.g. serious illnesses, community concerns, social media messaging, etc. ● The Principal is kept informed of people/achievements/situations that deserve special recognition or celebration e.g. staff special achievement/success, student achievement ● In conjunction with other staff work toward continuous improvement and development within the organisation ● Take an active part in the annual performance management process ● Attendance at relevant staff meetings and events

	<ul style="list-style-type: none"> • Duties conducted demonstrate appreciation, respect and affirmation for others and a desire to create a positive and collaborative school culture • To perform any task or duty under the reasonable direction of the Principal and Senior Leadership Team
Scheduling	
<p>To manage the Principal's schedule including meetings, events and functions.</p> <p>The Principal's diary is accurate, up-to-date and communicated appropriately</p>	<ul style="list-style-type: none"> • Appointments, meetings and relevant events are accurately recorded in the Principal's diary • Important and critical events are highlighted and discussed as necessary • Requests for meetings are discussed and actioned as required • Effective organisation of meetings that includes: organizing location, appropriate hospitality/catering needs, provision of documents/ resources/ equipment/ etc. • Coordinate functions, breakfast/lunch meetings and events as required • Taking of meeting minutes and following up on action points as determined by the Principal • Manage the Principal's itineraries, travel arrangements and accommodation as required
Administrative Service	
<p>Provide a comprehensive, accurate and confidential administrative service for the Principal</p>	<ul style="list-style-type: none"> • Well prioritised planning and efficient administrative support is provided • Incoming telephone calls, email messages and verbal messages for the Principal are received, forwarded and redirected, and responded to as appropriate • All enquiries (internal and external) are handled in a polite and professional manner • To collate, prioritise and discuss organisation mail correspondence with the Principal in a timely manner • Be available to perform urgent tasks as necessary determined by the Principal
Documentation and Information	
	<ul style="list-style-type: none"> • To produce documentation that is required by the Principal, working to quick turnarounds and deadlines • Management and oversight of key school documents e.g. policy documents, charter, annual plan • Documentation prepared is accurately written, demonstrates attention to detail, is presented to a high standard and in a professional manner • To compose and send out documentation and emails on behalf of the Principal for routine processes and replies • Documents and correspondence submitted to the Principal for signing, is accurate, on brand and of a professional standard • To prepare reports on topics as determined by the Principal • Manage an accurate filing and management system

Administration Manager	
Managing the administrative aspects of the school	<ul style="list-style-type: none"> • Develop administrative practices and processes that supports the effective operation of the school • Oversight and management of the schools publications, prospectus, website and social media
Board support	
Managing the administrative aspects of the Board	<ul style="list-style-type: none"> • To provide all secretarial support for the board including attending meetings and recording minutes • Managing all aspects of correspondence and information distribution • Managing the election process each term including the student election process • Providing board hospitality
Human Resources Management	
<p>Management of the Human Resources Process</p> <p>Managing the administration for any student disciplinary proceedings and ensure MOE compliance is completed.</p> <p>Involvement in school event organisation</p>	<ul style="list-style-type: none"> • Produce all appointment documentation - including employment agreements, letters, etc • Prepare the necessary documentation and organise the process for disciplinary proceedings as per Principal instructions • Ensure the relevant regulations and requirements are adhered to • To play an important role in the organisation of major school events as determined by the Principal e.g. prize givings, hosting important guests, information events, Principal lead events • Provide support for any social events and activities