

Executive Assistant

Scope:	Reporting Structure
<p>The Executive Assistant is responsible for providing direct assistance to the Principal and Assistant Principals.</p> <p>The Executive Assistant will perform their duties with the highest standards of professionalism, discretion, and confidentiality, coordinating the Principal's schedule, managing correspondence and documentation, supporting School Council operations, overseeing staff induction and exit processes, and maintaining strong communication with internal and external stakeholders.</p> <p>They are a valued member of the school's administrative team and play a pivotal role in supporting the effective operation of the Principal Class Team and School Council.</p>	<p>Reports to</p> <p>Principal</p>
Key responsibilities:	
<p>Executive Assistant to Principal Team</p> <ul style="list-style-type: none"> • Report directly to the principal and support the principal class team • Proactively manage the principal's calendar, ensuring appointments are prioritised and well-coordinated • Maintain confidential records and liaise with stakeholders on behalf of the principal • Manage the Staff Handbook with guidance from the Principal Team • Prepare documents, meeting packs, presentations, and agendas as required • Coordinate conference bookings and accommodation for Principal conferences • Attend Principal Consultative Committee meetings as the minute taker and distribute accordingly <p>School Council</p> <ul style="list-style-type: none"> • Prepare and distribute School Council documentation and where possible attend and take minutes at School Council meetings • Oversee School Council licences (canteen, facilities), including preparing and maintaining all required documentation, such as annual public liability insurance, and ensuring all agreements are renewed promptly • Oversee the School Council uniform agreement, ensuring timely renewal and full compliance with all terms and conditions • Maintain a spreadsheet of school policies and monitor review dates • Organise catering for School Council meetings <p>Human Resources</p> <ul style="list-style-type: none"> • Support staff induction processes including communicating with new staff and the organisation of induction events • Facilitate exit interviews with departing staff • Prepare documentation for staff when their employment conditions change and communicate to relevant staff. Ensure documentation is up to date • Manage the processes for the distribution and return of equipment in liaison with the relevant Assistant Principal <p>Community Engagement, Publicity and Marketing</p> <ul style="list-style-type: none"> • Manage communications and implementation of the Parent Opinion Survey to our parent community • Organise student forums to facilitate student voice and feedback on school improvement initiatives • Organise School Captain forums to facilitate student voice and feedback to the principal team • Facilitate the creation of publicity/marketing resources such as, a school prospectus, flyers, badges and signage • Manage the relationship with our school photographers and liaise with the Assistant Principal to organise school photos for staff and students • Oversee the school's digital presence in line with brand identity for the promotion of the school 	

Other Administrative Tasks

- Assist and support Business Manager as required
- Book and organise Principal Class planning days
- Book and organise Leadership Conferences
- Coordinate the approval of our conference room bookings
- Coordinate annual order of staff uniform

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the principal, in response to the strategic direction of the school, and the development of the skills and knowledge of the position.