



Role Description

Position Title	Executive Assistant to the Principal
Position Level	School Officer Level 7
Salary Range	Approximately \$47.70 – \$51.25 per hour
Department	Principal's Office
Reporting Responsibility	Principal
Supervisory Responsibility	This role may supervise the school receptionist
Employment type	Permanent Full Time (38-hour week)
Role Description review date	November 2022

PREAMBLE

As an international School of the Sacred Heart, Stuartholme School is a Catholic day and boarding school situated in Toowong, Brisbane. Founded in 1920, the school continues the educational vision and mission of Saint Madeleine Sophie Barat, foundress of the Society of the Sacred Heart. Stuartholme School is committed to the Goals of Sacred Heart Education whereby we educate to:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. Building community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom

These goals are the essential principles and values of Stuartholme School, a forward-thinking and dynamic learning community with the individual child at the centre of the educational endeavour; the value of women is proclaimed; and respect for difference in all its forms is nurtured.

ROLE PURPOSE

The Executive Assistant to the Principal delivers a broad range of services to support the Principal and ensure the efficient and professional operations of the Principal's office. The Executive Assistant will manage confidential and sensitive documentation and information with appropriate discretion and will manage the Principal's incoming calls, emails and correspondence, proactively determining significance and managing distribution. The Executive Assistant serves as the primary point of contact for internal and external stakeholders (including the Leadership Team, Board members, Staff, Parents, Students and other members of the School Community) on all matters pertaining to the Office of the Principal.

KEY AREAS OF RESPONSIBILITY

Executive Support

- Manage documents relating to the School Board, Governance structures and Strategic Planning and undertaking the preparation of meeting minutes.

- Develop correspondence, reports (including managing the Annual Report) and other documents for the Principal in response to verbal and/or written instructions, with a high degree of accuracy and presentation.
- Conduct research on behalf of the Principal and prepare or present this information in accordance with the Principal's instructions.
- Research, prioritise and follow-up on incoming issues and complaints addressed to the Principal including those of a sensitive or confidential nature.
- Determine appropriate courses of action, referral or response with efficiency, diplomacy and initiative in support of the Principal's management of critical situations.
- Provide a 'gatekeeper' service to ensure access to the Principal's time and office is appropriate.
- Exercise discretion in organising and maintaining the Principal's electronic diary and ensure the accurate filing of emails and contacts.
- Keep the Principal well-informed of upcoming commitments and responsibilities.
- Develop and maintain effective data management systems for the Principal including the prompt retrieval of information and documents when required.
- Ensure the efficient operation of a rigorous system for recording and tracking correspondence.
- Organise travel and accommodation for the Principal as required.
- Reconcile the Principal's school credit card and provide other similar administrative support.
- Arrange catering for meetings and functions as directed by the Principal.

Board Support and Liaison

- Support the Principal and Commercial Director in regard to administrative support to the Board (such as preparing and distributing agendas, taking minutes, coordinating/setting up of meetings).
- Assist Board members with travel arrangements, lodging, and meal planning etc as needed.
- Maintain discretion and confidentiality in relationships with all board members
- Comply with applicable rules and regulations regarding Board and Board committee matters, including advance distribution of materials before meetings in electronic/paper format.

Senior Management Liaison

- Participates as an adjunct member of the Leadership Team, including assisting in scheduling meetings and attending meetings.
- Assist in coordinating the agenda of senior management team meetings and other meetings (such as all-staff meetings) as required.

Communications, Partnerships, and Stakeholder Engagement

- Communicate on behalf of the Principal as directed to members of the School Board, Leadership Team members, staff and other key stakeholders.
- Liaise with external professional organisations on behalf of the Principal as directed (eg AHISA, ASA, TQI, QCEC and AITSL).
- Triage stakeholder requests and ensure that the Principal responds to essential requests for materials regarding the Principal and School in general.
- Edits and completes first drafts for written communications to external stakeholders and works collegially with internal staff (such as Marketing and Communications, Human Resources and Finance) on preparation of documents prepared on the principal's behalf.

ATTRIBUTES AND SKILLS

The successful candidate will:

- Be highly organised, with a keen eye for detail. They will be privy to a range of information as Executive Assistant to the Principal and will, whilst exercising the highest level of discretion, use this information to keep the Principal informed. They will also use this information to help ensure that messaging and correspondence from the Principal is accurate and not contradictory.

- Be personable and relatable, as this role requires regular interaction with various people (such as staff, Board members, students, parents) every day. There will be a variety of personalities to whom they need to communicate, and, in many cases, the EA will need to make sure stakeholders are comfortable, and their needs are met in a timely manner.
- Be proactive and able to address the Principal's needs, even before they are aware of them. This could be something as small as ensuring the Principal has eaten lunch before a big meeting after a busy morning, or something that can have a larger impact, such as filtering distractions to keep the Principal on track for meeting a deadline. In short, they will show initiative and not need direction to achieve increased efficiency.
- Be resourceful and adaptable and practice sound judgement. Knowing when and how to act, they will respond to and resolve unexpected issues. Furthermore, they will juggle multiple tasks at once and quickly switch gears, whilst ensuring important tasks are completed in a timely manner.
- Reflect the Principal's and School's values – despite being considered a gatekeeper, they must represent the Principal in a positive and professional light. As a result, strong attention-to-detail, excellent written and verbal communication skills, and a high level of discretion are all integral to achieving their goals and making a strong impression with key contacts.
- Help build a positive School culture and make a significant impact to the lives of those within the School community. From organising initiatives to boost staff morale, through to setting up employee appreciation initiatives, they will help make Stuartholme School a better place to work.
- Be tech savvy, as the role of the EA will require supporting the Principal with a broad spectrum of work and contribute to complex projects, which will often require a strong handle on technology. Proficiency in all Microsoft platforms, such as Word, Excel, PowerPoint, Teams and OneNote are essential.

HOURS OF WORK

The role of Executive Assistant to the Principal is a permanent full-time role working 38 hours per week. The incumbent must be prepared to work flexibly around the needs of the Principal which may include evening and weekend work on occasion with time off in lieu arrangements negotiated with the Principal.

PROFESSIONAL REVIEW

The Executive Assistant to the Principal will undergo an annual professional review with the Principal in consultation with the Deputy Principal, Staff Wellbeing and Administration.

HOW TO APPLY

Along with your current resume, please provide a brief covering letter (maximum 400 words) outlining how your experience, skills and knowledge will enable you to achieve the key responsibilities of the role. This is an opportunity to tell us about yourself and why you are the right person for this job.

Should you wish to apply for this role, your application is required by midday on Monday 28 November 2022 by email to The Principal (hr@stuartholme.com).

Your resume should include at least three referees.