

## POSITION DESCRIPTION

<b>Position Title</b>	Executive Assistant
<b>Employment Status</b>	1.0 FTE, ongoing contract
<b>Position Reports to</b>	Principal

### North-Eastern Montessori School

North-Eastern Montessori School is an independent School offering curriculum based on the Montessori philosophy for children from 18 months to Year 6. At North-Eastern Montessori School, the prepared Montessori environment facilitates the development of self-discipline, independence, self-motivation, concentration, respect and patience leading to a natural love of learning.

### ROLE PURPOSE

The Executive Assistant performs a full range of secretarial and administrative support functions, including prompt, courteous and effective communication with internal and external stakeholders, to ensure the smooth and effective administration of the Principal's office. The EA supports other members of the Executive team, including but not limited to the Business Manager, and the Deputy Head of the School.

The Executive Assistant is responsible for providing a high level of professional, practical and timely support to the Principal in their day to day responsibilities. The Executive Assistant will also work closely with members of the Leadership team, Administrative team and School Board.

The Executive Assistant will also be required to perform high-quality customer focused reception and administrative activities as directed by the Business Manager.

### KEY ACCOUNTABILITIES

- Manage the Principal's diary, coordinate meetings and travel, prepare information and presentations, reports and correspondence, and respond to incoming telephone calls and emails for the Principal.
- Schedule meetings, prepare agenda, and maintain minutes for various meetings including: Steering Committee, Consultative Committee, Workplace Health and Safety Committee, Executive Team Meetings, Board meetings and other Committee Meetings, and other meetings chaired by the Principal.
- Provide administrative assistance to the Business Manager and Deputy Head of School as required.
- In consultation with the Principal, liaise with Board Members, senior management, teaching, administration and support staff.
- Prepare and develop presentations and other printed material as required by the Principal
- Attend School functions as required; some are outside regular working hours.
- Organise flowers, cards, service awards and other forms of recognition of staff on behalf of the Principal as the need arises.
- Ensure that welcoming and supportive interactions occur with all who communicate with the School
- Other duties commensurate with the overall purpose of the position, which the Principal may require from time-to-time.
- Provide Reception and administrative support including:

- ✓ Answering the telephone and dealing with enquiries where possible, taking messages and passing calls to the appropriate person.
- ✓ Professionally managing parents, staff and pupil queries.
- ✓ Interacting with all visitors to the School, including parents, prospective parents, deliveries and any other visitors with professionalism, grace and courtesy.
- ✓ When dealing with parents, be the public face of the School, handling all situations, enquiries and difficulties with tact, common sense and empathy.
- Various other administrative duties, as required by the Business Manager
- Provide First Aid support when on campus.

### QUALIFICATIONS AND EXPERIENCE

#### Role requirements

- Certificate/Diploma in Business or related Qualification and/or previous experience in a similar role.
- Advanced skills in the use of the Microsoft Suite of software, Word, Excel, Access and PowerPoint.
- Excellent interpersonal skills with demonstrated ability to build rapport and interact effectively at all levels within the School.
- The ability to work autonomously, prioritise work and deliver to deadlines, attention to detail and a well-ordered approach to work.
- Work with discretion and confidentiality
- Willing to show initiative and take responsibility.

#### Other

All employees of North-Eastern Montessori School are required to:

- Carry out other duties as required by the Principal
- Maintain a degree of flexibility in working hours from time to time as required for the position
- Accept that the School reserves the right to modify the position to meet its operating needs
- Demonstrate, follow and support the School's philosophy, policies and procedures, core values and commitment.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative
- Hold a current Working with Children Check or VIT card.

### IMPORTANT INFORMATION

All employees are required to:

- Act in accordance and comply with all School policies and procedures.
- Participate in and contribute to quality improvement programs and adhere to the North-Eastern Montessori School values.
- Comply with the requirements of the Australian Children's Education and Care Quality Authority.
- Comply with all Child Safe Standards.

**Position description last updated:**

2024

