

Executive Assistant to the Director of Studies | Position Description



Ascham School

Position title: Executive Assistant to the Director of Studies

Reporting to: Director of Studies

Position summary:

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated and capable staff who have initiative, empathy, a good sense of humour and a professional behaviour to help the School achieve its objectives.

This position has primary responsibility for providing confidential secretarial support and a high level of administrative and operational assistance to the Director of Studies

Duties and Responsibilities:

- Efficient and harmonious management of the day-to-day administration for the Director of Studies, including coordinating and assisting the Director of Studies to effectively manage the workflow.
- Prioritise all matters, requests and complaints into the Director of Studies' office with initiative, confidentiality and diplomacy. Including drawing attention to urgent matters, redirecting and fast-tracking items, researching background information and guiding relevant staff to coordinate activities and achieve timelines for the Director of Studies as required.
- Manage the Director of Studies' diary by identifying and resolving potential diary conflicts, coordinating teaching and meeting appointments and ensuring that the schedule is followed and respected.
- Prepare professional correspondence, reports, documents and presentations as directed by the Director of Studies, including attending and recording minutes of meetings.
- Manage specific projects/research on behalf of the Director of Studies and produce high quality and timely correspondence, reports and presentations.
- Ensure the School has an ongoing positive relationship with stakeholders by maintaining a strong and professional relationship with required contacts.
- Check attendance of high risk students daily
- Ensure that high risk students are following their individual plans
- Supervising students actively as the need arises
- Liaising with parents and teachers when required
- Re-integrating students following extensive absences
- Managing student attendance within lessons
- Following up on medical certificate for missed assessments and other tasks
- Improve the wellbeing, resilience and pro-social behaviours of students by working in partnership with the wellbeing team and the school counselling service to prioritise and deliver individual, small group and whole-school evidence-based programs and strategies.
- Enhance student learning and wellbeing outcomes by identifying and establishing support networks for students with staff, the school community, and locally-based government services and community agencies
- Support data collection processes to evaluate and feedback on school-based wellbeing programs and strategies.
- Supports the learning enhancement team in the administration and running of assessment adjustments.
- Ensure compliance with the School Code of Conduct and all other internal policies and procedures.
- Undertake any other duties as required by the Director of Studies.

Essential Criteria

- Minimum 5 years administration experience
- Experience in providing high quality and professional executive secretarial and administrative support services, requiring initiative and discretion at a senior executive level.
- Knowledge of best practice behaviour with executive management support and administrative office functions.
- Exceptional interpersonal skills and commitment to positive relationships and professional communications with all stakeholders. Including the ability to liaise pleasantly and competently with students, parents, staff and visitors.
- Well-developed time management and organisational skills with the ability to work autonomously as well as a team member, and show initiative and enthusiasm.
- Advanced levels of computer literacy including Microsoft Word, Excel, Outlook and Power Point, general data entry and task management.
- Capacity to operate with discretion, respect, trust and discernment while also maintaining confidentiality.
- Possess a professional attitude, in line with the School values, to the completion of duties and responsibilities
- A valid Working with Children clearance.

Name: _____

Signed: _____

Date: _____