

JOB DESCRIPTION

Position:	Executive Assistant to the Senior School Leadership Team (Permanent Full-time)
Appointed by:	The Principal
Report Directly to:	The Senior School Heads
Commencing:	Term 3, 2025

Overview:

The Illawarra Grammar School is a co-educational Anglican School located in the Illawarra, catering and caring for students in Preparatory to Year 12.

The School is earning a reputation for achieving excellent educational outcomes for its students. This is a reputation that our learning community is determined to enhance.

The Illawarra Grammar Statement of Mission and Values captures the School's fundamental commitment to quality teaching and learning that:

- has rigorous student learning as its core business;
- is built around the pursuit of academic excellence; and
- cultivates an aspirational ethos that values and pursues the achievement of outstanding learning outcomes.

The School's Mission Statement reads:

"The achievement of academic excellence in a caring environment that is founded on Christian belief and behaviour, so that students are equipped to act with wisdom, compassion and justice as faithful stewards of our world."

A demonstrated commitment to, and support of, the School's Mission and Values Statement are essential.

The Executive Assistant to the Senior School Executive Team plays a vital role in ensuring the smooth operation of the Senior School. The Executive Assistant provides high-level administrative support to the Senior School Executive Team, ensuring efficiency in scheduling, communication and event coordination, as well as overseeing the overall organisation of the Senior School Administration team.

This role is integral to the efficient functioning of the Senior School and requires a committed and adaptable individual who thrives in a dynamic educational environment.

Key Responsibilities:

Executive Support and Calendar Management

- Assist with the organisation of the Senior School Administration team, ensuring that the Reception areas are professional, efficient and welcoming, in consultation with the Principal's EA
- Oversee and manage all aspects of the Senior School Executive Team's calendars, including scheduling and responding to appointment requests
- Take minutes at the weekly Senior School Staff Briefing and distribute them as required
- Maintain and update the Head of Senior School's noticeboard weekly
- Provide executive support to the Senior School Executive Team as needed
- Provide back-up support to the Principal's Executive Assistant, as required.

Senior School Calendar and OLLE Maintenance

- Manage entries and upkeep of the Senior School Calendar, ensuring all changes to dates and events are accurately reflected on the OLLE calendar
- Maintain a three-week check on the OLLE calendar, flagging upcoming events and deadlines with relevant staff members to facilitate timely planning and preparation.

Weekly Planning Meetings

- Ensure invitations for Weekly Planning Meetings are sent out at the start of each term to all required attendees
- Generate a list of tasks and responsibilities arising from the Weekly Planning Meeting held every Wednesday and follow up as necessary
- Submit the draft Weekly Planning Sheet to the Head of Senior School for approval every Thursday
- Distribute the approved Weekly Planning Sheet to all Senior School staff every Friday, including a draft for the following week, and upload it to the OLLE Home Page.

Policy Documentation

- Update School policies and other whole-school compliance documentation as directed by the Deputy Principal.

Assembly and Event Coordination

- Organise items for the weekly Senior School Assembly, ensuring accurate scheduling and seamless execution
- Oversee the organisation and preparation of key school events, including:
 - Year 12 Graduation Ceremony
 - Student Leadership Induction
 - Senior School Presentation Day
- Liaise with relevant staff members to coordinate logistics, documentation and communication for these events.

Senior School Calendar Development

- Support the production of the annual Senior School Calendar during Term III and Term IV, ensuring accuracy and alignment with academic and co-curricular schedules.

Reception and Communication Duties

- Serve as a back-up point of contact for Senior School enquiries via phone and email, ensuring prompt and professional responses
- Welcome and assist visitors to the Senior School, ensuring a positive and professional first impression
- Attend to any other reasonable task from the Senior School Leadership Team.

Key Attributes

- Exceptional organisational and time-management skills
- Strong written and verbal communication abilities
- High level of accuracy and attention to detail
- Ability to manage multiple priorities calmly in a fast-paced environment
- Proficiency in Microsoft Office and familiarity with school management systems (e.g., OLLE, Edval) would be advantageous
- A proactive and professional approach to supporting the Senior School Executive Team.

All staff are expected to act professionally at all times, to be supportive of the Christian ministry of the School, and to be loyal to the Principal and publicly supportive of her decisions.

Working Conditions

- This position may necessitate some out-of-hours work on weekends and evenings.
- Employment will be subject to the provisions of the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 or any industrial agreement that replaces that award.

Dr Julie Greenhalgh

Principal

April 2025