

## JOB DESCRIPTION

**Position:** EA to the Principal – Full-Time

**Appointed by:** The Principal

**Report Directly to:** The Principal

### **Overview:**

The Illawarra Grammar School is a co-educational Anglican School located in the Illawarra, catering 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 TIGS 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 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 is essential.

**Position Overview:**

The Executive Assistant (EA) to the Principal provides high-level executive, administrative and governance support that enables effective school leadership and the delivery of the School's Mission and Values. The role ensures the efficient and professional operation of the Principal's Office, underpinned by the highest standards of confidentiality, discretion and integrity.

This position is pivotal in supporting the Principal, School Executive, and School Council, and in overseeing key administrative and people processes across the School. Working in close collaboration with the Principal, the Executive Assistant supports effective communication, coordination and organisational effectiveness across the School.

The role requires a consistently professional approach and a commitment to respectful, positive engagement with staff, parents, students, Council members and external stakeholders.

**Key Responsibilities****Executive and Administrative Support**

- Provide exceptional executive support to the Principal, including proactive management of daily priorities and workflow
- Manage all correspondence and communications addressed to the Principal, including sorting, prioritising, and distributing mail and electronic communications as appropriate
- Screen and manage telephone calls, emails, and visitors, exercising discretion and referring matters to appropriate staff where possible
- Accurately record and promptly convey messages requiring the Principal's attention
- Maintain the Principal's electronic diary, ensuring alignment with the School Calendar, effective time allocation, and forward planning
- Arrange appointments and meetings with parents, staff, students, external visitors, and key stakeholders, using sound judgement and discretion.

**Correspondence, Documentation, and Records**

- Draft, edit, and prepare correspondence, reports, presentations, and official documents on behalf of the Principal
- Maintain accurate, secure, and up-to-date records and filing systems for the Office of the Principal, in both electronic and hard-copy formats
- Handle all matters of a highly confidential and sensitive nature with professionalism and discretion.

**Meetings, Events, and Travel**

- Coordinate meetings as required, including preparation and distribution of agendas and papers, minute-taking and transcription, and follow-up actions
- Organise meeting logistics, including venue preparation, catering, car parking, technology set-up, and post-meeting arrangements
- Assist with and coordinate School events as directed by the Principal
- Arrange domestic and international travel for the Principal, including flights, accommodation, transport, and preparation of detailed itineraries.

**Governance and School Council Support**

- Provide high-level confidential secretariat support to the School Council, including:
  - Preparation and distribution of meeting agendas and papers
  - Minute-taking and records management
  - Compliance and governance documentation
- Maintain accurate and up-to-date School Council records and files
- Assist in the planning and coordination of School Council events, including retreats and official functions, in consultation with the Principal and Chair of School Council
- Support the collation and submission of the School's Annual Report (Educational and Financial) in consultation with the Principal, School Executive, and Business Manager.

## **Leadership of Administration and HR Functions**

Oversee the administration of the Senior School office, ensuring effective staffing, workflow management, training, and professional standards

- Provide leadership and guidance to administrative staff, including support with HR matters and professional development needs
- Coordinate the School's recruitment processes, including:
  - Advertising vacancies
  - Acknowledging applications
  - Coordinating interview processes
  - Preparing employment documentation and contracts
- Maintain and update staff HR records, ensuring compliance with regulatory, accreditation, and training requirements
- Work collaboratively with the Payroll Office and Business Manager on staffing, records, and compliance matters.

## **General Responsibilities**

- Undertake other duties relevant to the position as directed by the Principal
- Contribute positively to a collaborative, respectful, and professional workplace culture
- Uphold the School's Mission, Values, and policies in all aspects of the role.

## **Education and Experience**

### **Essential**

- Completion of Year 12 or equivalent
- Relevant secretarial, executive support, or office administration qualifications, with demonstrated experience in a comparable senior executive support role
- Advanced proficiency in contemporary office and collaboration software with the ability to produce high-quality documentation and reports
- Ability to accurately transcribe dictation, prepare agendas, and take and finalise formal meeting minutes.

### **Desirable**

- Previous experience working within the education sector.

### **Attributes**

- Reliability, punctuality and discretion
- The ability to work independently and collaboratively
- A warm, friendly and can-do attitude
- Excellent written and verbal communication skills
- Professional presentation at all times.

### **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 (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025* or any industrial agreement that replaces that award.

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.

**Dr Julie Greenhalgh**

**Principal**

January 2026