

## **Executive Assistant to the Headmaster**

Berkeley Preparatory School

Tampa, FL

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Founded in 1960, Berkeley Preparatory School is a co-educational, Episcopal affiliated, independent, college preparatory school with a current enrollment of 1,400 students in grades Pre-K through 12.

At Berkeley, we seek to educate the whole child by nurturing students' intellectual, emotional, spiritual, and physical development so they may attain their highest potential. We are committed to providing an inclusive and diverse learning community that develops the character of and a strong sense of social responsibility in each student.

Berkeley is located on a beautiful and well-equipped 86-acre campus, consisting of 29 state-of-the-art buildings. Our proud mascot is the Buccaneer. Graduates are passionate, well-rounded individuals who have learned the core values of discipline, diligence and integrity while mastering a rigorous, engaging curriculum and a myriad of co-curricular opportunities.

### **Executive Assistant to the Headmaster**

The Executive Assistant to the Headmaster provides consistent, confidential, and professional administrative support for the Headmaster in order to maintain the well-being of the school and the broader community. The successful candidate will be a critical thinker, proactive, energetic, empathetic, thoughtful, eminently professional, technologically savvy, and will demonstrate on a daily basis their love for Berkeley, as well as a deep understanding of the critical nature of this role. Specifically, the Executive Assistant to the Headmaster will:

#### **Essential Duties and Responsibilities**

- partner with the Headmaster to make his leadership of the school as effective as possible.
- proactively organize, review, and communicate daily priorities for the Headmaster.
- prepare Headmaster for all meetings, conferences, and engagements by assembling, securing, and communicating all relative background information and materials prior to the engagement.

- strategically manage the Headmaster's calendar. This includes scheduling, reviewing, confirming and deleting appointments, securing appropriate work time, and continuously seeking feedback regarding the needs of the office and adjusting calendar scheduling accordingly.
- support the Assistant Head of School by providing general administrative and clerical duties.
- supervise the front desk receptionist and occasionally fill that role when the full-time receptionist is out.
- plan meetings, events, and retreats for the school's Administrative Team.
- plan Headmaster-sponsored and campus-wide events including, but not limited to: All-Employee Meetings, back-to-school and end-of-year parties, holiday parties, etc.
- manage the office's administrative work including, but not limited to, welcoming guests, screening all phone calls, taking messages, sorting the office's mail, preparing correspondence, making travel arrangements, providing switchboard coverage, completing occasional off-campus errands, managing budget expenses etc.
- serve as liaison to the Board of Trustees which includes working closely with the Board Chair and the Office of Institutional Advancement in support of various Board projects and/or events, scheduling and arranging meetings and retreats, and managing and maintaining Board support software/application.
- support occasional evening and weekend events.
- attend meetings as assigned to take minutes, make notations, etc.
- continuously seek out ways to support the Headmaster and improve the effectiveness and efficiency of the Office.
- other duties as assigned/determined.

The compensation and benefits associated with this position, which is classified as exempt, are highly competitive.

**Interested Persons please send a resume and detailed cover letter to:**

Samantha Seebeck

Berkeley Preparatory School

813-885-1673

[careers@berkeleyprep.org](mailto:careers@berkeleyprep.org)

*All inquiries and nominations are kept confidential.*

*Berkeley Preparatory School does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices. The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*