



Administrative Assistant to the Head of School

(Position Available Immediately)

Overview

Sacred Heart Academy (SHA) Bryn Mawr (PA) seeks a dynamic and creative candidate to assist the Head of School and administration in many aspects of daily operations. The candidate must have strong administrative assistant or project management skills and experience. As an independent day school, we expect all community members to become involved in the life of the school and to model the mission and values of SHA at all times. Beyond daily work, the Administrative Assistant to the Head of School attends all-staff meetings, school functions, and community events.

The ideal candidate will have a talent for prioritizing multiple tasks with poise, strong interpersonal and organizational skills, and a high level of energy, creativity, flexibility, and judgment, along with a sense of humor. The Administrative Assistant to the Head of School will have the ability to execute tasks and to handle sensitive information, and will have a proven ability to work with colleagues and stakeholders from a wide variety of backgrounds. They will possess experience in managing an office, as well as communicating with staff members, students, families, and members of the SHA Board of Trustees. This is an essential and visible support role in the School. A strong work ethic, impeccable organizational skills, and enthusiasm are key.

Sacred Heart Academy Bryn Mawr (PA) is a Catholic, independent college preparatory school for girls founded in 1865 by the Religious of the Sacred Heart of Jesus and lay-owned and governed since 1969. The School serves approximately 200 students in Kindergarten through Grade 12.

Key Responsibilities

include but are not limited to:

- Supporting Head of School (HOS) in a wide range of duties, including calendar management, communications, routine and special projects, meeting/event planning, and office administration.
- Providing administrative or project support for the Board of Trustees, Director of Academics, Director of Advancement, Director of Marketing and Communications, Alumnae Office, Lower/Middle and Upper School Directors, and other administrators, as needed.
- Providing administrative or project support for School operations in collaboration with the Business Office.
- Maintaining personnel files.
- Providing support with employee recruitment and onboarding; managing position postings on

National Association of Independent Schools (NAIS), Pennsylvania Association of Independent Schools (PAIS), and Association of Delaware Valley Independent School (ADVIS)

- Managing employee clearances to ensure proper clearances are completed and remain up-to-date at all times for faculty, staff, administration, and parent volunteers.
- Providing phone support for the HOS Office and Red Door reception area, as needed.
- Assisting teachers, staff members, parents, Trustees, and students with questions or needs.
- Collaborating to create the annual master school calendar and managing calendar updates with other offices, as needed.
- Assisting with the production of Student/Parent and Employee Handbooks.
- Aid in managing the design, production, and distribution of annual School Christmas cards.
- Collaborating on the weekly production of the *Red & White Bulletin* with the Director of Marketing and Communications.
- Collaborating on writing and editing support for Marketing and Communications, Admissions, Alumnae, and Advancement publications.
- Planning, managing, and/or supporting staff in-service and celebration events, end-of-year student events or celebrations including graduation, community events, and celebrations.
- Purchasing and managing inventory for gifts for student awards, milestones, or retirement.
- Maintaining office and refreshment supplies for various meetings including Board meetings.

Minimum Qualifications

- 3-5 years administrative assistant or project manager work experience
- Bachelor's degree preferred
- Public relations or customer service experience
- Strong communication skills, both verbal and written
- Outstanding interpersonal skills and ability to work with all School constituents with a professional and empathetic approach while maintaining strict confidentiality
- High-level organizational skills with impeccable attention to detail and ability to manage multiple priorities
- Knowledge and understanding of Google Suite applications - specifically related to email, calendar, Docs, Sheets, Forms, etc.
- Experience with or ability to learn other software systems and database systems in a network environment
- Technical skills, including, but not limited to: letter merges, database management, and excel/sheet manipulation
- Ability to work independently, be proactive, and demonstrate a "can-do" style
- Positive attitude, flexible approach, and sense of humor
- Eagerness to contribute positively to the Sacred Heart Academy community and uphold its Mission including a commitment to the Sacred Heart *Goals and Criteria*
- Commitment to the diversity, equity, and inclusion work at the School

To apply, please send a cover letter, resume, and name/contact information for three professional references to admin.opening@shabrynmawr.org. Please include *Administrative Assistant to the Head of School* in the subject line.

Sacred Heart Academy Bryn Mawr is part of a national network of 25 independent schools located in North America which share a common heritage and vision. There are 150+ Sacred Heart schools around the world providing an international campus for our students at Bryn Mawr through exchange programs, summer workshops, and service opportunities. Sacred Heart Academy is an accredited member of the Pennsylvania Association of Independent Schools (PAIS) and a member of the Association of Delaware Valley Independent Schools (ADVIS) and the National Association of Independent Schools (NAIS). To learn more about Sacred Heart Academy Bryn Mawr, please visit <https://www.shabrynmawr.org/>

MISSION

Sacred Heart Academy educates college-bound women by cultivating their self-confidence, guiding them to realize their personal and scholastic potential and their responsibility to others, and by preparing them to meet life's challenges - all within an academic and religiously diverse community that focuses on spiritual values and the individual student.

Sacred Heart Academy Bryn Mawr commits itself to educate to the *[Five Goals and Criteria](#)* of a Sacred Heart education which unify us with the Network of Sacred Heart Schools.

NOTICE OF NONDISCRIMINATION

The School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.