



Position: Senior Executive Assistant

Reports to: Head of School

Safeguarding:

Marymount International School Rome is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and understand that the child's welfare is our paramount concern. Every child should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment. The School should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Job Summary:

The Senior Executive Assistant provides high-level administrative support to the Head of School, ensuring smooth day-to-day operations. The role includes oversight of the secretarial staff in both the Elementary and Secondary Schools, as well as responsibility for organizing and managing all Board and Committee meetings. The Senior Executive Assistant acts as a key liaison between the Headmistress, faculty, staff, and external partners, while maintaining a highly organized and efficient office environment.

Duties and Responsibilities:

Executive Support to the Headmistress:

- Manage the Headmistress's schedule, coordinate appointments, and prepare meeting agendas.
- Act as the first point of contact for the Headmistress's office, handling all inquiries and correspondence in a professional manner.
- Coordinate travel arrangements and handle confidential matters with discretion.

Oversight of Secretarial Staff:

- Supervise and provide guidance to secretarial staff in both the Elementary and Secondary Schools.
- Ensure proper delegation of tasks, consistent communication, and alignment with the School's administrative goals and standards.



Board and Committee Meeting Management:

- Schedule, prepare materials for, and attend all Board and Committee meetings.
- Take accurate minutes, ensuring timely distribution and follow-up on action items.
- Compile and organize meeting documents, reports, and presentations.

Document Preparation and Compliance:

- Assist in the drafting, editing, and formatting of reports, presentations, and other key documents.
- Maintain accurate records of school governance documents, policies, and decisions.

Event Coordination:

- Liaise with the Events team to coordinate events led by the Headmistress, including annual meetings, school ceremonies, and high-profile visits.

Operations:

- Construct a list of school events and liaise with organizers to bring a comprehensive overview of the support needed for each event to the weekly Operations meeting.
- Chair the weekly Operations meeting.
- Maintain the Auditorium, Conference Room, and Portal Calendar to reflect bookings.
- Update the Operations Agenda as and when event changes occur.

Communication and Liaison:

- Foster positive relationships with internal and external stakeholders, ensuring clear and effective communication.
- Coordinate communication between the Headmistress, leadership team, parents, and other relevant parties.

Human Resources:

- Construct and place adverts for vacant positions in a variety of mediums.
- Review incoming CVs and applications and share those which would be of interest to the School with the relevant hiring manager.
- Negotiate placement fees when renewing or initiating relationships with recruiters.

Special Projects:



- Assist the Headmistress with special projects as needed, providing research, logistical, or administrative support.

Health and Safety:

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

Acknowledgement:

This job 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 the role.

Employee:

Direct Manager:

Signature:

Signature:

Date:

Date: