

## Duty Statement

# EXECUTIVE ASSISTANT TO THE PRINCIPAL

*All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.*

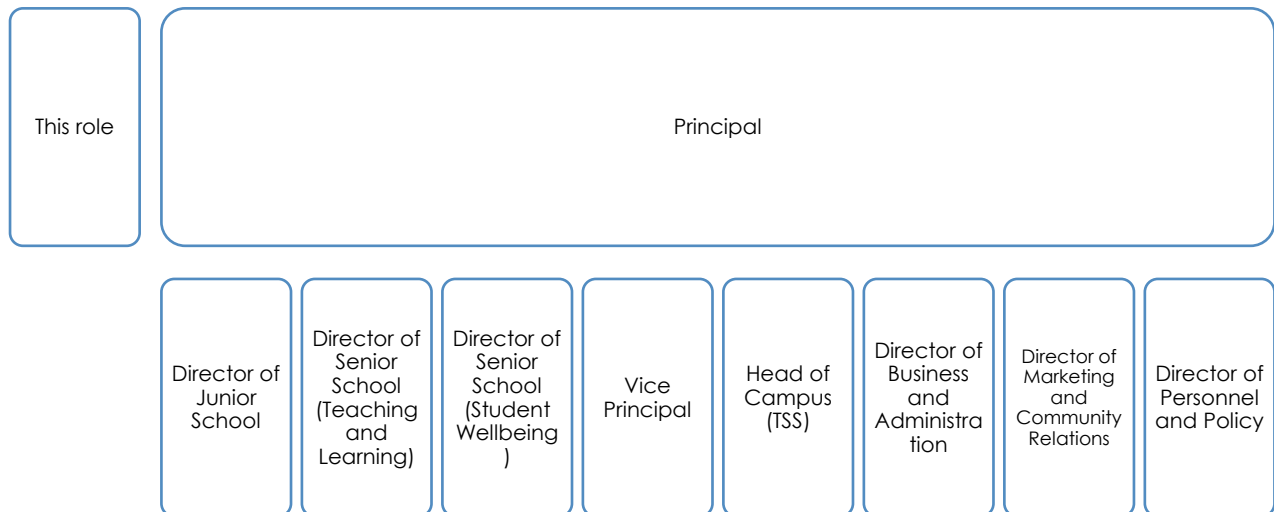
### POSITION PURPOSE

*What would I want, what would I do, if this were my child?*

At All Saints' College, all staff recognise that relationships are at the centre of all we do. Recognising the value of each individual, our approach is human-centred, and we seek to provide a personalised education for each young person. Our focus is on the holistic development of every student, recognising there are as many measures of success as there are students at our College.

Reporting to the Principal, the Executive Assistant is responsible for the provision of confidential administrative and secretarial support and assisting the Principal at College events (within and beyond school hours).

### ORGANISATION STRUCTURE



### ROLE DESCRIPTION:

The Executive Assistant to the Principal provides high-level executive and administrative support to the Principal and Executive, enabling the effective leadership, governance and day-to-day operation of the College. Operating as a trusted partner and gatekeeper, the Executive Assistant works with a high degree of autonomy, initiative and judgement to manage the workflow, priorities and operations of the Principal's office in a professional, efficient and timely manner.

The role encompasses comprehensive diary and correspondence management, coordination of meetings and appointments, preparation of documentation and briefing materials, and the proactive monitoring of communications and follow-up actions. As the first point of contact for the Principal's office, the Executive Assistant ensures that all interactions with internal and external stakeholders are handled with

professionalism, warmth and efficiency, while appropriately prioritising matters and exercising delegated authority where required.

The Executive Assistant liaises extensively with members of the College Board, the College Executive, staff, students, parents and the wider school community, as well as external organisations and governing bodies. In doing so, the role actively promotes and reflects the College's vision, mission and values. Given the seniority, visibility and trust associated with the position, the Executive Assistant is required to maintain the highest standards of confidentiality, diplomacy and discretion at all times, and to represent the Principal's office and the College in a manner that brings credit to both.

This role is critical to the effective functioning of the Principal's office and the delivery of high-quality service outcomes. The responsibilities outlined in this Duty Statement provide a guide to the position and are not intended to be exhaustive. The role may be reviewed and adjusted in response to the evolving needs of the College, in consultation with the Principal.

## **KEY RESPONSIBILITIES:**

The Executive Assistant to the Principal is entrusted to act competently, professionally and appropriately on behalf of the Principal. Key responsibilities include, but are not limited to, the following:

### **Executive and Relationship Support**

- a) Provide high-level executive and administrative support to enable the Principal to lead the College effectively.
- b) Build and maintain strong, respectful and professional relationships with staff, students, College Board members and the wider school community.
- c) Liaise promptly and effectively with external organisations, professionals and governing bodies.
- d) Exercise sound judgement, diplomacy and discretion when managing sensitive matters or complex situations.
- e) Support the delivery of a high-quality, professional service from the Principal's office.

### **Office & Workflow Management**

- a) Manage the day-to-day operations of the Principal's office to ensure efficiency, effectiveness and professionalism.
- b) Coordinate and manage the Principal's diary, appointments, meetings and workflow, anticipating priorities and monitoring deadlines.
- c) Manage incoming and outgoing correspondence, documentation and records, including filing, archiving and follow-up systems.
- d) Maintain effective "bring-forward" and tracking systems to ensure timely action on matters requiring review or response.
- e) Coordinate travel, events and functions organised through the Principal's office.

### **Communication and Correspondence**

- a) Act as the first point of contact for the Principal's office, responding to enquiries in a timely, professional and courteous manner.
- b) Draft, prepare and manage correspondence, briefings, reports and documentation on behalf of the Principal, within delegated authority.

- c) Redirect enquiries appropriately across the College Executive, ensuring matters are handled efficiently and professionally.
- d) Represent the Principal's office positively in all interactions with internal and external stakeholders.

### **Governance and College Board Support**

- a) Provide high-level secretariat and administrative support to the College Board, its Committees and the Foundation.
- b) Prepare, distribute and manage agendas, papers, minutes and action items for Board and Committee meetings.
- c) Maintain accurate and up-to-date governance records, including the Board portal (Diligent).
- d) Liaise with the Chair of the Board and Board members on day-to-day matters as required.
- e) Coordinate Board meetings and functions, including venues, catering, IT and after-hours requirements.
- f) Collate reports, updates and information from multiple stakeholders to support effective governance and decision-making.

### **Event, Projects and Executive Support Activities**

- a) Support the planning and coordination of key College events and ceremonies associated with the Principal's office, including VIP engagement where required.
- b) Prepare presentations, briefing materials and documentation for meetings, events and public occasions.
- c) Assist with specific projects and College processes as directed by the Principal, including student reporting and executive initiatives.

### **Staff Expectations**

- a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with ASC's professional standards and being supportive of the Anglican ethos of our College.
- b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives to facilitate the day-to-day operation and promote a high quality of education within the College.
- c) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.
- d) Attend and contribute positively to staff meetings as required and, on occasions, extraordinary meetings.
- e) Ensure all students and parents are provided with quality service in a timely, efficient and friendly manner.
- f) Maintain professional confidentiality concerning information about staff and/or students.
- g) Strive to implement productivity, quality, and service improvements on a continual basis.
- h) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- i) Comply with Occupational Safety and Health requirements in the workplace.

- j) Ensure that all documents are prepared and presented in a professional format in keeping with College practice and that high standards of written communication are maintained.
- k) On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.  
They are reviewed annually or as required.*

\*ERIC: our College values of empathy, respect, integrity and courage

March 2026

## **CANDIDATE PROFILE AND SELECTION CRITERIA**

### **Role Overview**

The Executive Assistant (EA) to the Principal provides high-level executive, administrative and governance support to enable the effective leadership and operation of the College. The role requires exceptional organisational capability, sound judgement, discretion, and the ability to manage complex relationships in a fast-paced educational environment.

Reporting directly to the Principal, the EA acts as a trusted partner, ensuring professional, confidential and efficient support across executive, board and community-facing functions.

### **Key Stakeholders**

The EA to the Principal works closely with a wide range of internal and external stakeholders, including:

- Principal
- College Executive Team
- Chair of the College Board
- College Board members and sub-committees
- Association of Heads of Independent Schools of Australia (AHISA)
- Anglican Diocese of Perth
- Association of Independent Schools Western Australia (AISWA)
- Academic and Support Staff
- Students, parents and the broader College community
- Other relevant associations, governing bodies and external partners as required

### **Candidate Profile**

The successful candidate will be a highly capable, professional and proactive executive assistant who thrives in a complex, high-trust environment. They will demonstrate exceptional attention to detail, strong interpersonal judgement, and the ability to balance competing priorities while always maintaining confidentiality and professionalism.

They will present as a confident, warm and welcoming presence, aligned with the College's values and committed to contributing to a positive, collaborative and high-performing school culture.

### **Essential Selection Criteria**

Applicants must demonstrate the following:

### **Executive & Administrative Expertise**

- Demonstrated experience providing high-level executive, administrative and secretarial support in a busy, varied and senior office environment.
- Proven experience supporting Boards and/or Committees, including agenda preparation, minute-taking and coordination of meetings.
- Ability to work independently with minimal supervision while maintaining high work standards.

### **Communication & Interpersonal Skills**

- Highly developed written, verbal and interpersonal communication skills, with excellent proofreading and attention to detail.
- Exemplary interpersonal skills including negotiation, influencing, conflict resolution and active listening.
- A professional, warm, positive and welcoming manner when engaging with staff, parents, students and external stakeholders.

### **Organisation, Judgement & Problem Solving**

- Highly developed organisational and time management skills, with the ability to prioritise, multi-task and meet strict deadlines.
- Strong analytical, research and investigative skills, with the ability to analyse information and provide sound advice or recommendations.
- Demonstrated initiative, flexibility and adaptability in a dynamic and changing environment.

### **Confidentiality & Professional Integrity**

- Demonstrated ability to maintain strict confidentiality and exercise sound judgement at all times.
- Displays credibility, honesty and discretion in handling sensitive matters.
- High standard of personal presentation and professional conduct.

### **Technical Capability**

- High level of computer literacy, including advanced skills in Microsoft Office Suite (Outlook, Word, Excel and PowerPoint).
- Confidence in using databases, email, internet-based systems and other office technologies.

### **Values & Cultural Alignment**

- Alignment with, and commitment to, the College's values and ethos.
- Commitment to excellent customer service and continuous improvement.
- Ability to work collaboratively, build strong relationships and contribute positively to a supportive school culture.

### **Compliance**

- Current Working with Children Check (or ability to obtain prior to commencement).

## Desirable Selection Criteria

The following will be highly regarded:

- Experience in an independent school, faith-based organisation, or similarly complex governance environment.
- Experience leading or coordinating the work of other staff members.
- Familiarity with education sector bodies such as AISWA, AHISA or diocesan governance structures.
- Experience supporting senior executives in a highly confidential, high-profile role.