



**ALL SAINTS'
COLLEGE**

EXECUTIVE ASSISTANT TO THE PRINCIPAL

(Full-time, ongoing role)

Role highlights

- Trusted executive partner to the Principal in a high-profile, confidential role.
- Central to the effective leadership, governance and daily operations of the College.
- A senior administrative role requiring sound judgement, discretion and exceptional organisation.

The role

The Executive Assistant to the Principal provides high-level executive and administrative support to enable the effective leadership and governance of All Saints' College (ASC). Reporting directly to the Principal, this role operates as a trusted partner and gatekeeper, managing the workflow and priorities of the Principal's office with autonomy, professionalism and discretion.

Key responsibilities include diary and correspondence management, coordination of meetings and appointments, preparation of briefings and documentation, and proactive follow-up of actions and communications. As the first point of contact for the Principal's office, you will engage with the College Board, Executive, staff, students, parents and external stakeholders, representing the Principal and the College with warmth and professionalism.

The role also provides high-level governance and secretariat support to the College Board, its Committees and the Foundation, including the preparation and management of agendas, papers, minutes and governance records. Support for key College events, executive projects and Principal-led initiatives — including some outside normal school hours — is also required.

Key responsibilities:

- Provide high-level executive and administrative support to the Principal.
- Manage the day-to-day operations, workflow and priorities of the Principal's office.
- Act as the first point of contact, responding to enquiries professionally and appropriately.
- Draft correspondence, briefings, reports and documentation on behalf of the Principal.
- Coordinate meetings, travel, events and functions associated with the Principal's office.
- Provide secretariat and administrative support to the College Board, Committees and Foundation.

EXECUTIVE ASSISTANT TO THE PRINCIPAL

- Prepare and manage Board and Committee agendas, papers, minutes and action items.
- Maintain accurate governance records, including the Board portal.
- Support key College events, ceremonies and executive initiatives.
- Maintain strict confidentiality and exercise sound judgement at all times.

About you

You are a highly capable, proactive executive assistant who thrives in a senior, high-trust environment. You bring exceptional organisational skills, strong attention to detail and the ability to manage competing priorities with confidence and discretion.

You are an effective communicator with a warm, professional manner and the ability to build strong relationships with a wide range of stakeholders. You align with the values and ethos of All Saints' College and are committed to delivering high-quality service while contributing positively to a collaborative school culture.

Essential criteria include:

- Demonstrated experience providing high-level executive and administrative support in a senior office.
- Experience supporting Boards and/or Committees, including agenda preparation and minute-taking.
- Highly developed written and verbal communication skills.
- Strong organisational and time management capability.
- Proven ability to maintain confidentiality and exercise sound judgement.
- Advanced skills in Microsoft Office (Outlook, Word, Excel and PowerPoint).
- Current Working with Children Check (or ability to obtain) and National Police Clearance.

Desirable Criteria:

- Experience in an independent school or complex governance environment.
- Familiarity with education or faith-based organisations.
- Experience supporting senior leaders in a high-profile role.

About All Saints'

All Saints' College is one of WA's leading coeducational independent schools, catering to students from Pre-Kindergarten to Year 12. With a focus on developing students as individuals to become confident global citizens, the College's innovative and future-focused approach to education allows students and staff to explore diverse pathways and opportunities.

Our main campus is situated on Gabbiljee (Bull Creek): the College's vast and landscaped 19-hectare property features state-of-the-art facilities, integrated natural environments, contemporary learning spaces, and unique community spaces for connecting and sharing including the College café, Wanju. ASC staff members form a core part of the diverse and

welcoming College community, and, along with our students, parents and community members, contribute to that 'All Saints' feeling'—where diversity is celebrated, individuals bring their best selves, and learning through failing (or 'flearning') is encouraged.

The Studio School, our Walyalup (Fremantle) campus, is a micro-school in the heart of our port city and committed to project-based learning for our 120 students across Years 10 to 12.

Our mission

All Saints' College and The Studio School, in partnership with our families, community and the Anglican Church, empower young people to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

Our vision

Making a positive difference in our world

Our values

Empathy: seeking to understand the perspective and experience of others
Respect: for self and others, for community and environment
Integrity: acting with moral strength and grace, guided by humility and compassion
Courage: to be our best selves

The benefits

ASC offers a broad range of benefits to attract and retain outstanding staff, including but not limited to:

- Onsite childcare centre.
- Salary packaging.
- Staff discounts on school and childcare fees at the College.
- Onsite café and canteen.
- Generous long service leave provisions.
- Restless Curiosity and other professional development opportunities.
- An active Staff Association.
- Staff yoga and free EAP program.

How to apply

A one-page cover letter, addressed to The Principal, and an up-to-date CV submitted via the Apply button on seek.

Applications for this position will close no later than **1.00 pm on Monday 30 March 2026**, however, applications will be shortlisted as they are received and interviews arranged, and the ad will be closed once a suitable applicant has been identified. Therefore, we encourage you to apply early.

EXECUTIVE ASSISTANT TO THE PRINCIPAL

Further information

A copy of the Duty Statement can be accessed from the Employment page of the All Saints' College website: <https://allsaints.wa.edu.au/employment/>

For role-specific questions, please contact Tony Higgins, Director of Personnel and Policy, on (08) 9313 9333 for a confidential discussion.