**Title**
Executive Assistant to the Headmaster

**Reporting to**
Headmaster

**Accountable to**
Not applicable

**Full time equivalent (FTE)**
1.0 FTE

**Job classification**
School Administration Services, Grade 5

**Key relationships**
- Members of The Hutchins School Board
- Deputy Headmaster and staff
- Chief Operating Officer
- Associate Deputy Headmaster
- Heads of School
- Director of Staff Performance
- Director of Teaching and Learning
- Director of Development and staff
- Heads of Faculty
- Community Engagement, Events, Marketing and Media Relations Managers

**Position specific check**
Department of Justice
Working With Children Registration (WWCR)

**Position specific resources**
Not applicable

**Background and context**

The Headmaster leads and supports our School community towards the achievement of our strategic plan and vision whereby we provide an inspirational education for each boy to achieve his personal best and is willing to serve his community as an informed and active citizen: locally, nationally and globally.

The Hutchins School Board exercises governance over the management of The Hutchins School and the Headmaster contributes as one of three school ex-officio members. The Headmaster leads the School Executive to ensure that teaching and learning, supporting programs and business functions are aligned and managed effectively and efficiently.

The Executive Assistant to the Headmaster provides high level administrative and secretarial support to the Headmaster, School Executive and The Hutchins School Board. This role provides the initial welcome and assistance to the varied members of our School community: students, parents, staff, members of school associations and support groups and the public; as they seek contact with the Headmaster. As such this role contributes to upholding professional standards, reputation and ethos of the School.

**Purpose**

To provide high level administrative and secretarial support to the Headmaster, School Executive and The Hutchins School Board.
Responsibilities

- Provide high level administrative and confidential secretarial support to the Headmaster including incoming and outgoing mail management, diary management, telephone screening, conference and travel bookings and filing.
- Research and prepare outgoing correspondence on behalf of the Headmaster including the co-ordination of staff contributions.
- Provide high level secretarial support to ensure the accurate, timely preparation and distribution of an agenda, minutes and meeting documents to support the Board and School Executive including taking minutes at such meetings.
- Ensure that the School newsletter (Communique) is reviewed for the inclusion of appropriate information, spelling, punctuation and formatting and is approved by the Headmaster for publication each fortnight.
- On an annual basis, ensure that the School magazine (Virtus), Parent Information Handbook and Student Diary are reviewed by appropriate staff prior to approval by the Headmaster for publication.
- Ensure that the School’s record of teacher registrations with The Teachers Registration Board of Tasmania is maintained and accurate at all times and co-ordinate the annual renewal process for registrations.
- Co-ordinate the annual Senior and Middle School Speech Night prize information and liaise with staff from the Community Engagement and Events Office regarding arrangements for the Headmaster’s participation.
- Follow defined whole-school event procedures to co-ordinate arrangements for events hosted by the Headmaster such as Anniversary Week and awards assemblies.
- Co-ordinate the annual Captain and Prefect Inductions and Prefect Inductions as required throughout the school year.
- Provide administrative support to the Associate Deputy Headmaster for the annual Senior Classroom Teacher appointments.
- Maintain the Staff Telephone Directory for all staff.
- Provide assistance to the Deputy Headmaster when allocated support staff are unavailable.

Work, Health and Safety

- Uphold and follow the School’s WHS Policy and procedures such as (but not limited to) risk assessment, hazard and injury reporting and electrical safety.
- Follow reasonable work requests or directions related to work health and safety.
- Take reasonable care for your own health and safety and for the health and safety of others.

Capabilities

- Upholds the School’s Code of Conduct defining professional behavior, personal presentation, standards and statutory obligations.
- Supports the Guiding Statements and model the values of the School through words and personal actions.
- Plans ahead and work systematically towards delivering completed work objectives to defined standards.
- Makes considered decisions after engaging with others; communicates and delegates appropriately.
- Strong interpersonal skills including the ability to write documents that engage a reader and communicate a message effectively.
- A high standard of personal presentation and professional conduct.
Qualifications and experience

Essential

- Experience providing effective administrative and secretarial support to senior staff in a fast-paced, dynamic work environment.
- A demonstrated ability to respond professionally to a variety of stakeholder requests; and demonstrate discretion in challenging or sensitive situations.
- Experience producing accurate and timely agendas and minutes from formal meetings.
- Experience effectively proofreading a variety of documents for both the communication of ideas and for spelling, punctuation and formatting.
- The ability to use Microsoft Office applications to create business documentation to a high standard of accuracy and presentation.

Desirable

- Experience researching, interpreting and applying organisational policy or external compliance standards and procedures within a workplace.
- A relevant qualification.