



EXECUTIVE ASSISTANT TO HEAD OF SCHOOL

Regular Full Time Position beginning January 2023

Aspengrove School, a JK-12 International Baccalaureate School, is inviting applications from passionate, enthusiastic individuals for the role of Executive Assistant to the Head of School.

The Executive Assistant supports the Head of School at Aspengrove School, mirroring the Head's principles of good practice. Embodying the School's core values, the Executive Assistant fosters positive and professional partnerships between staff and faculty and provides a sense of stability in an ever-changing environment. This dynamic role will support the Head's daily operation of the school, short and long-term goals, and ongoing projects. This role operates year-round.

This position is eligible for the School's Group benefit plan, including extended health and dental, and matching contributions to the School's Group RRSP Savings plan and tuition discount for enrolled children.

Key Responsibilities

- Maintain day to day and long-term schedules for the Head of School
- Liaise with School community as first point of contact for Head's office
- Liaise with Board of Governors, and Senior Leadership Team, including scheduling, creating agendas and maintaining meeting minutes for Board meetings and subcommittee meetings
- Act as Corporate Secretary
- Maintain accessibility and approachability with professionalism



ASPENGROVE

SCHOOL

Qualifications & Skills

- Completion of post-secondary education in Office Management, Business Administration or other relevant discipline
- 4 - 6 years' experience in an Executive Assistant capacity preferred, ideally in an independent school environment
- Energetic, outgoing, independent worker with highly developed emotional intelligence
- Strong communication, interpersonal and relationship building skills with a genuine interest in people and a good sense of humour
- Excellent organizational and time management skills, capable of managing changing priorities while maintaining a high level of service
- Ability to maintain confidentiality when handling sensitive information
- Proficiency with commonly used computer software such as MS Office required

Criminal Record Check

Must pass and maintain a clear criminal record check for the purposes of working with children

Application Details

Thank you very much for all inquiries, we will only contact short listed candidates.

Please submit your resume and cover letter before November 30, 2022 to Karen Webber at kwebber@aspengroveschool.com.