

# Executive Assistant to the Head of School

## Position Summary

The Executive Assistant (EA) to the Head of School provides high-level administrative, organizational, events management, and strategic support to the Head of the School. This role acts as a key liaison between the Head of School, Board of Directors, senior leadership, staff, parents, and external stakeholders, ensuring the smooth and efficient operation of the Head's office and standards.

The EA operates with a high degree of discretion, professionalism, and judgment, often managing sensitive and confidential matters.

## Reporting Structure

- The Executive Assistant reports directly to the Head of School
- The EA also provides administrative and governance support to the Board of Directors, working closely with the Board Chair as required
- Direction related to Board and governance matters is coordinated through the Head of School and/or Board Chair, as appropriate
- The Head of School retains overall responsibility for performance management, evaluation, and day-to-day supervision of the EA

## Key Responsibilities

### Executive & Strategic Support

- Manage and prioritize the Head of School's complex calendar, ensuring alignment with strategic priorities
- Prepare daily briefings, background materials, and meeting summaries
- Anticipate needs and proactively manage competing priorities
- Support execution of strategic initiatives and special projects

### Governance & Board Support

- Coordinate Board of Directors meetings and committee meetings
- Prepare agendas, minutes, and board packages in collaboration with the Head of School
- Maintain official board records and documentation
- Support onboarding of new Board members and annual governance cycles

## **School Events and Coordination**

- Maintain oversight of the School's central calendar to support effective scheduling and alignment across academic, operational, and governance activities.
- Coordinate logistics and administrative support for school events and activities involving the Head of School, senior leadership, Board of Directors, and external stakeholders, working collaboratively with relevant departments.
- Provide administrative support for community-based and advancement-related events, including attendance at select events as required, to support the Head of School's presence and engagement.

## **Communications & Stakeholder Relations**

- Draft, edit, and manage correspondence on behalf of the Head of School
- Serve as a key point of contact for parents, staff, donors, and community partners
- Support sensitive or confidential communications with professionalism and discretion

## **Office & Operational Management**

- Oversee the administrative operations of the Head of School's office to ensure efficiency, organization, and effective information flow.
- Coordinate logistics for meetings, travel, and key school functions involving the Head of School, as required.
- Maintain accurate and organized electronic filing systems and records management practices in accordance with School policies and privacy requirements.

## **Management Team Support**

- Provide administrative support to the Senior Management Team, as required
- Coordinate leadership meetings, retreats, and planning sessions

## **Qualifications & Experience**

- 5–10+ years of senior administrative or executive assistant experience (education or non-profit sector preferred)
- Experience supporting a CEO, Head of School, or Board of Directors is strongly preferred
- Advanced proficiency in Microsoft Office / Google Workspace
- Exceptional organizational, communication, and writing skills
- High level of discretion and emotional intelligence
- Ability to work independently and manage competing priorities



## Key Competencies

- Strategic thinking and anticipation
- Relationship management
- Confidentiality and sound judgment
- Adaptability in a dynamic school environment
- Strong attention to detail

## Working Conditions

- Full-time, year-round role
- Occasional evening work (e.g., Board meetings, school events)
- On-site presence typically required

Aspengrove School encourages applications from suitably qualified candidates with diverse backgrounds. We value each community member's identity, perspective, and well-being, and embrace our differences as a sign of strength. We believe in diversity, equity and inclusion and are committed to equal employment opportunities.

Please submit your resume, cover letter and certification to Human Resources at [hr@aspengroveschool.com](mailto:hr@aspengroveschool.com).

We thank all interested parties. Only those selected for an interview will be contacted.



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