

Executive Assistant to the Principal

Purpose and Outline of Role

The Executive Assistant to the Principal is a key member of the School, with the primary function of providing professional and administrative support to the Principal. Given the breadth of the Principal's role, this entails a wide range of responsibilities and requires flexibility, discretion and a commitment to achieving high-quality outcomes.

The Executive Assistant to the Principal plays a key role in representing the School to stakeholders and the wider community. The incumbent will be expected to use their initiative to manage the Office of the Principal, working closely with key stakeholders on the Principal's behalf.

As the first point of contact for visitors, families, students and members of the wider community seeking to meet with the Principal, the Executive Assistant to the Principal plays an important role in representing the School. A professional, welcoming and courteous manner, together with a high standard of personal presentation, is essential.

Reporting Relationships

The Executive Assistant to the Principal is responsible to the Principal in all aspects of the position and works closely with the Assistant to the Deputy Principal, the HR & Payroll Manager, members of the Executive team, the Queenwood Council and staff across the School.

Employment Basis

This is a permanent full-time position commencing Monday, 11 January 2027.

Key Responsibilities

The following list outlines the key responsibilities associated with this role. The Principal (or delegate) may assign additional duties as required.

General Administration and Secretarial Support:

- Provide high-level administrative and secretarial support to the Principal.
- Support the Principal in managing key projects and programs within the School, including monitoring the Principal's tasks and deadlines.
- Manage the Principal's calendar and scheduling, including ensuring that matters not requiring the Principal's involvement are directed to the appropriate person.
- Ensure that the Principal has relevant files and information for meetings and that the Principal's schedule is followed and respected.
- Use discretion, diplomacy and initiative to prioritise and manage enquiries, requests and complaints. Determine the appropriate course of action, referral or response to incoming matters, ensuring matters requiring the Principal's attention are appropriately prepared and managed.

- Prepare draft reports and correspondence for review by the Principal, with particular attention to the timely processing of requests for leave of absence. Proofread correspondence and publications issued under the Principal's name.
- Update School information with regulatory authorities as required (e.g. NESA, ACARA, RANGS, ISNSW).
- Produce documents and presentations for the Principal to a high standard, including PowerPoint presentations, proposals and reports, and undertake research to support these as required.
- Produce, distribute, manage and file agendas, minutes and other meeting documentation.
- Manage records and files with accuracy and efficiency. Ensure that applicable action items arising from meetings are followed up in a timely manner by the Principal or on the Principal's behalf.
- Attend and minute meetings as required by the Principal. Some meetings may, with notice, take place outside normal working hours.
- Arrange meetings for the Principal and guests, including travel logistics, room bookings, catering and technology requirements.
- Initiate and contribute to quality improvement activities within the Office of the Principal.
- Identify opportunities to improve processes and efficiency, including governance processes.
- Organise and oversee functions hosted by the Principal.

Teamwork and Communication:

- Work closely and effectively with the Principal to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Maintain an awareness of emerging matters across the School and ensure the Principal is kept appropriately informed.
- Liaise effectively with other team members, particularly members of the Executive and their support staff.
- Build strong working relationships to support effective management and decision-making.
- Demonstrate a willingness to work constructively, flexibly and proactively within a team to achieve shared goals, and collaborate effectively with a wide range of colleagues and members of the Queenwood community.
- Assist the Principal in providing effective communication within the Queenwood community and beyond.
- Liaise with external agencies on behalf of the Principal in relation to a wide range of sensitive, urgent or contentious matters, exercising diplomacy and discretion.

Other:

- Undertake such other duties as the Principal may from time to time reasonably require.

Personal Attributes

- Excellent interpersonal and relationship-building skills.
- Excellent communication skills, both oral and written.
- Energy, commitment, resilience, integrity and good humour.
- Loyalty, absolute discretion, flexibility and reliability.

- Broad and nuanced understanding of the School's structure, processes and ethos.
- Calm under pressure, remaining effective and gracious when dealing with difficult people and situations.
- Able to manage competing demands, balance conflicting priorities and negotiate workable solutions and timeframes while maintaining focus, responsiveness and accuracy.
- Able to use initiative, exercise sound judgement, be decisive and authoritative, and, where appropriate, take action or make recommendations on the Principal's behalf.
- Able to work effectively as part of a team while also working autonomously and maintaining appropriate discretion and professional boundaries.
- Excellent skills across a range of technologies and software packages (e.g. Microsoft 365 and databases).
- Commitment to the School's values and ethos.
- Willingness to undertake ongoing professional development.

Qualifications and Experience

- Previous experience in a similar executive support role, preferably within the independent school sector.
- Demonstrated proficiency in Microsoft 365 and the ability to learn school management systems.

Work, Health and Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.

Concluding Remarks

This position description gives an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

Applications

Please email applications and/or send enquiries to: employment@queenwood.nsw.edu.au

Applications should include:

- Your WWC number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Non-Teaching Staff Application Form: [Employment Non-Teaching Form](#)
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance in NSW.

Applications will close **9am, Monday, 9 November 2026**. Please note that interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.

Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.