

MAITLAND CHRISTIAN SCHOOL

POSITION DESCRIPTION

October 2026

POSITION TITLE:	Executive Assistant to the Head of Secondary
APPOINTED BY:	Head of Operations
LINE OF ACCOUNTABILITY:	Head of Secondary / Head of Operations
RESPONSIBLE FOR:	N/A
AWARD:	NSW Christian Schools General Staff Multi-Enterprise Agreement
EMPLOYMENT:	As specified in the Letter of Appointment

Position Summary and Purpose

The Executive Assistant to the Head of Secondary provides high-level, confidential and proactive administrative support to enable the effective leadership and day-to-day operation of the Secondary School. The role supports the Head of Secondary in advancing the Purpose, Values and Strategic Intentions of Maitland Christian School and contributes to a well-organised, responsive and relational Secondary School environment.

The Executive Assistant coordinates executive administration, calendars, meetings, correspondence, records, events, communications and operational workflows. The position acts as a key point of connection between the Head of Secondary and staff, students, parents, carers and the wider school community, exercising sound judgement, discretion and professionalism.

The role collaborates closely with the Executive Assistant team, Administration team, Secondary executive and teaching staff to support excellence in Christian Education, faith development, student wellbeing and school operations.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position. It is subject to review and modification by the Head of Operations in response to the changing needs of the association's schools.

Required Professional Standing and Development

- Current Working with Children Check clearance.
- Relevant qualifications and/or demonstrated experience in executive assistance, administration or a comparable support role.
- Demonstrated commitment to continuing professional development.

Key Qualities: The Executive Assistant to the Head of Secondary is...	
Whole Person and Christian Education	<ul style="list-style-type: none"> • A committed Christian who is actively involved in their local church and able to subscribe to and promote the foundational beliefs and doctrines of Maitland Christian School Limited. • A relational and engaging member of the ancillary team who contributes positively to the life and spiritual wellbeing of the organisation. • Passionate about supporting a Christian Education ethos integrated into the life of the School and its service to the community. • Committed to supporting the Head of Secondary and Secondary staff in the pursuit of excellence in Christian Education and faith development.
Executive Support and Teamwork	<ul style="list-style-type: none"> • Highly organised, proactive and dependable, with the capacity to anticipate needs, manage competing priorities and follow matters through to completion. • Discreet and trustworthy, with sound judgement in managing confidential and sensitive information. • A clear and professional communicator with well-developed interpersonal, administrative and people skills. • Skilled in diary management, correspondence, records, meeting coordination and Microsoft 365 applications. • Proficiency in TASS and confidence in using AI-enabled tools to support administrative efficiency. • Accurate and attentive to detail, with strong document preparation, proofreading and information-management skills. • Calm, flexible and solutions-focused in a busy and changing Secondary School environment. • A collaborative person who can work independently and build effective relationships across executive, teaching and ancillary teams. • Committed to the School's policies and procedures, including its Child Safe standards and programs.

Key Duties and Responsibilities: The Executive Assistant to the Head of Secondary is...	
Culture	<ul style="list-style-type: none"> • Actively supporting and promoting the Purpose, vision, mission and values of Maitland Christian School Limited. • Supporting an authentic Christian culture and the spiritual life of the Secondary School. • Contributing to the implementation of the School's strategic priorities in Kingdom Culture, Excellence, Community, and Systems and Processes.

	<ul style="list-style-type: none"> • Supporting a strengths-based culture across the Secondary School. • Applying relevant policies, procedures and delegated authorities in all areas of responsibility. • Upholding and promoting a supportive, safe and child-aware environment for all students.
Executive and Governance Support	<ul style="list-style-type: none"> • Providing proactive, high-level administrative support to the Head of Secondary. • Managing the Head of Secondary's calendar, appointments, reminders, meeting schedule and competing priorities. • Triaging enquiries and correspondence, preparing responses where appropriate, and ensuring matters are directed and followed up promptly. • Preparing agendas, papers, presentations, reports and briefing materials, and recording and monitoring meeting actions as requested. • Maintaining confidential files, records, registers and document-control systems in accordance with School requirements. • Supporting planning, reporting, review and improvement processes for the Secondary School. • Coordinating information and administrative workflows between the Head of Secondary, Secondary executive, Executive Leadership and relevant support teams.
Staff	<ul style="list-style-type: none"> • Serving as a professional and approachable point of contact for staff seeking access to or support from the Head of Secondary. • Coordinating Secondary staff meetings, briefings, professional learning activities and related documentation. • Supporting effective and timely staff communications, including drafting, formatting and distributing approved correspondence. • Assisting with staff induction, recruitment administration, leave or relief documentation, and other workforce processes as delegated. • Maintaining appropriate confidentiality in relation to staffing, performance, wellbeing and workplace matters.
Students	<ul style="list-style-type: none"> • Supporting administrative processes relating to Secondary student wellbeing, behaviour, and attendance as delegated. • Coordinating meetings and communications involving students, parents, carers and staff, including preparation and secure management of relevant records. • Maintaining safe and supportive practices consistent with the organisation's Child Safe Standards.

Parents and Community	<ul style="list-style-type: none"> • Providing warm, respectful and professional service to parents, carers, visitors and community members. • Managing enquiries sensitively, escalating matters appropriately and ensuring agreed follow-up occurs. • Coordinating approved Secondary School communications, notices, invitations and event information. • Supporting parent meetings, information evenings, community events and other Secondary School functions. • Supporting implementation of the Code of Conduct for Parents, Carers and Visitors and the School's Child Safe Standards.
Daily Operations	<ul style="list-style-type: none"> • Maintaining awareness of the whole-school and Secondary calendars and coordinating key dates, events, deadlines and operational requirements. • Coordinating travel, venues, catering, resources, visitors and other logistical arrangements for the Head of Secondary and Secondary activities. • Monitoring actions, deadlines and outstanding matters, and providing timely reminders and progress updates. • Supporting the preparation and collation of data, reports, surveys and correspondence required for operational, compliance and strategic purposes. • Working collaboratively with Reception, Administration, Student Services, Teaching and Learning, Wellbeing, ICT, Property, Finance, Human Resources and other teams. • Undertaking other duties consistent with the position as delegated by the Head of Secondary, Head of Operations or Principal.

WORKPLACE HEALTH & SAFETY

All staff are responsible for supporting the safe working environment of all members of the School community. This includes:

- **Supporting a positive risk-management culture.**
- **Adhering to required processes and procedures intended to manage risks while at work.**
- **Alerting managers or supervisors to any risks, accidents, incidents, hazards or near misses they become aware of while at work.**
- **Discussing with their manager or supervisor any potential gaps in, or improvements to, the Risk Management Operational Framework.**