



Position Title	Executive Assistant (Headmaster)	
Reports to	Headmaster	
Department	Administration	
Location	All Souls St Gabriels School	
Nature of employment	Full time permanent	
Working arrangements	ASSG Enterprise Agreement 2025 Level 6	
Contact officer	name:	Sophie Urquhart, Business Manager
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About All Souls St Gabriels School

All Souls St Gabriels School (ASSG) is an independent, co-educational, Pre-prep to Year 12, day and boarding School in the Anglican tradition. The School caters to students from all over Queensland and the Northern Territory and is located in Charters Towers, 130km southwest of Townsville. Charters Towers is an educational hub hosting several well-established boarding, Schools.

Position Purpose

The Executive Assistant to the Headmaster provides high-level executive support and functions as a strategic link between the Headmaster, the Senior Leadership Team, and the school community. By fostering trusted relationships, ensuring clear communication, and supporting operational alignment, the role advances effective leadership and governance. The position requires a confident and capable professional who can make considered decisions, exercise discretion, and act with authority when required.

Our Mission

To nurture young people in the development of their Mind, Body and Spirit.

Our Vision

Shaping students who seize opportunities and have the skills, knowledge and desire to contribute, lead, and serve.



Our Values

Integrity – We are honest with ourselves and others, we listen to our conscience to do the right thing.

Respect – We have respect for ourselves and others, history and tradition and our environment.

Resilience – we are encouraged to extend ourselves, to see every hardship, challenge and error as a learning experience and an opportunity to grow.

Service – Our school motto, *Severe regnare est*, “To serve is to reign” inspires us to think beyond ourselves and to consider the needs of others and our community.

We are a school who actively promote child safe standards and are committed to upholding the safety and welfare of our young people as required under Child Safe Organisation Act 2024.

Organisational Relationships

Internal relationships

- Headmaster – Direct reporting line; provides day-to-day strategic and executive support and acts as a trusted advisor and liaison.
- Senior Leadership Team (SLT) – Supports information flow, co-ordination of meetings, and follow-up on strategic and operations matters.
- Administration and Support Staff – Collaboration on event planning, logistics, documentation, and operational coordination.
- School Staff – Liaises to convey information from the Headmaster or SLT and assists with the coordination of School events.
- Board of Governors – Co-ordinates documentation and communication on behalf of the Headmaster and Business Manager for governance matters.

External relationships

- Parents and Carers – Provides courteous and professional communication on behalf of the Headmaster and SLT, ensuring inquiries and concerns are directed appropriately.
- Contractors and Service Providers – Co-ordinates meetings and logistics involving suppliers, consultations and partners at the direction of the Headmaster or Business Manager.
- Regulatory Bodies – Supports communication and compliance documentation with educational authorities and independent school associations as required.
- Visitors and Community Stakeholders – Represents the Headmaster’s Office with professionalism and warmth in all external engagements and enquiries.
- Point of contact for prospective Staff and prospective families
- Associations – P&F, Past Students, ASSG Foundation, ASSG Limited



What success looks like

- The Headmaster's schedule, priorities, and correspondence are managed seamlessly, enabling them to focus on strategic leadership and decision-making.
- Communication between the Headmaster, Senior Leadership Team, and wider School community is efficient, clear, and timely, with the EA serving as a trusted conduit.
- Sensitive and confidential information is handled with absolute discretion and professionalism.
- The Executive Assistant proactively identifies and resolves issues, anticipating the needs of the Headmaster and Senior Leadership Team before they arise.
- School operations and events requiring Senior Leadership Team oversight are well-coordinated, with the Executive Assistant ensuring deadlines and commitments are consistently met.
- Stakeholders experience a high standard of service, professionalism, and responsiveness in all interactions.
- The Executive Assistant is recognised as a reliable source of operational insight and administrative expertise, contributing to the smooth running of School leadership activities.
- The Executive Assistant is integral in the HR processes supporting the HR Manager with recruitment, logistics, preparation of contracts and contract variations for staff and the onboarding of new staff.
- Offers high-level feedback and strategic guidance to enhance processes and drive continuous improvement across the School.

Key Accountabilities

Executive Support to the Headmaster

- Manage the Headmaster's calendar, appointments, travel arrangements, and correspondence with accuracy, confidentiality, and professionalism.
- Manage communications, respond where appropriate, and ensure timely follow-up on tasks, actions, and deadlines.
- Prepare, proofread, and distribute agendas, reports, briefings, and minutes for meetings involving the Headmaster and Senior Leadership Team.



Senior Leadership Team Liaison and Co-ordination

- Act as a central point of contact for the Senior Leadership Team, supporting the flow of information, documentation, and co-ordination across portfolios.
- Assist with planning and scheduling Senior Leadership Team meetings, and strategy sessions, including logistics, catering, document preparation, and minute-taking.

Operational Oversight and Problem Solving

- Provide advice and administrative oversight on operational matters, supporting the effective implementation of School processes and policies.
- Liaise with staff across departments to resolve issues, streamline processes, and ensure alignment with Senior Leadership Team expectations.

Governance and Compliance Support

- Assist in the preparation of documents and reports for governance bodies (e.g., Board, SLT), ensuring accuracy, confidentiality, and professionalism.
- Monitor key compliance timelines and support documentation control and policy updates where required.
- Oversee all aspects of Blue Card compliance, including verifying eligibility, managing applications and renewals, maintaining the School's Blue Card Register, and ensuring all staff, volunteers, and contractors meet legislative screening requirements.

Stakeholder Engagement and Communication

- Represent the Headmaster's Office in a courteous and professional manner in all interactions with staff, students, parents, and external stakeholders.
- Draft and co-ordinate internal and external communications on behalf of the Headmaster and Senior Leadership Team as required.

Event and Project Support

- Provide logistical and administrative support for major School events, leadership functions, and special projects.
- Contribute to project co-ordination and tracking of action items relevant to strategic initiatives.

Confidentiality and Records Management

- Maintain appropriate records, filing systems, and secure storage of sensitive information in accordance with School policies and privacy requirements.



Other Duties as Required

- Undertake other responsibilities as directed by the Headmaster or delegate that fall within the reasonable scope of the role.

Extent of Authority

- The role holder operates with a high level of autonomy in managing the Headmasters schedule, correspondence, and day-to-day administrative workflow.
- Acts as the first point of contact for internal and external stakeholders seeking access to the Headmaster, exercising discretion in prioritising and managing requests.
- Makes informed decisions on behalf of the Headmaster where appropriate, within clearly defined parameters and School protocols.
- Liaises directly with members of the Senior Leadership Team, staff, students, families, and external parties to facilitate timely information flow and task resolution.
- Exercises judgement in identifying issues that require escalation to the Headmaster or members of the Senior Leadership Team.
- Maintains and safeguards sensitive and confidential information in accordance with School policy and legal obligations.
- Has no financial delegation but may be responsible for arranging bookings, purchases, and reimbursements in line with School's procurement procedures.

Key Challenges

Managing Competing Priorities

- Balancing a high volume of tasks, urgent requests, and shifting priorities while ensuring the Headmaster's time and focus are well managed.

Maintaining Confidentiality and Discretion

- Handling sensitive matters with the utmost professionalism, often involving confidential information relating to staff, students, or strategic decisions.

Acting as a Conduit Across the School

- Navigating complex internal dynamics and stakeholder needs while ensuring effective communication between the Headmaster, Senior Leadership Team, and wider School staff.



Sustaining High Performance in a Dynamic Environment

- Working under pressure in a fast-paced school environment with frequent interruptions, tight deadlines, and the need for adaptability.

Balancing Strategic and Operational Support

- Supporting both day-to-day administrative needs and broader operational or project-related tasks that require insight, initiative, and attention to context.

Representing the Headmasters' Office

- Ensuring that all interaction, written and verbal, reflect the professionalism, values, and leadership expectations of the School.

Ideal Candidate

Mandatory Requirements

The successful applicant must possess and maintain the following:

- A current Queensland Blue Card (Working with Children Check)
- The legal right to work in Australia
- Significant experience in a senior executive assistant, personal assistant, or high-level administrative role, preferably within a complex organisation.
- Experience working with senior leadership, Board/Committee structures, or within the education sector is highly regarded.
- Demonstrated experience managing confidential matters and representing executive leaders in a professional and responsive manner.

Skills and Abilities

- Advanced administrative and organizational skills, with the ability to manage multiple priorities and work under pressure.
- Excellent interpersonal and communication skills, with the ability to build rapport and credibility across all levels of the organization.
- High level proficiency in google, and other productivity tools such as Zoom and document management systems.
- Strong written communication skills including the preparation of professional correspondence, reports, agenda and minutes of meetings.
- Ability to exercise sound judgement, discretion and confidentiality in all matters.
- Effective problem-solving and decision-making skills with a proactive and solution focused approach.



Knowledge

- Understanding of executive support practices and protocols, including calendar and email management, meeting coordination, and workflow oversight.
- Familiarity with governance and reporting structures in a school or similar environment, including policy and compliance requirements.
- Awareness of the dynamics of an educational organisation, including the role of a Headmaster, Senior Leadership Team, and key stakeholder groups.
- Knowledge of document control and records management principles is desirable.