

Executive Assistant to the Principal

Leadership, Purpose, and Professionalism

We are seeking someone who possesses unwavering integrity, and thrives in a high-calibre professional environment and is passionate about Christian Education. We invite you to apply for this unique and pivotal position as Executive Assistant to the Principal.

The Opportunity

We are seeking an outstanding Executive Assistant who will serve as a strategic partner to our Principal. This key leadership role requires a commitment to excellence, timely execution, and the highest standard of work quality, often under urgent deadlines. You will be responsible not only for providing executive support but also for the effective oversight, direction, and motivation of the school's administration team.

Key Responsibilities and Attributes:

This role is divided into two primary areas: Executive Support and Administration Team Leadership.

1. Executive Support

- **Complex Calendar Management:** Proactively manage the Principal's demanding schedule, coordinating internal and external meetings, appointments, and travel.
- **High-Level Communication:** Draft, proofread, and manage sensitive and confidential correspondence, emails, and reports on behalf of the Principal.
- **Event administration:** Support in planning and coordination of school events at the Principal's direction.

2. Administration Team Leadership

- **Team Management:** Lead, mentor, and manage the day-to-day workflow, performance, and professional development of the school's administration staff.
- **Operational Oversight:** Streamline administrative processes and implement efficient systems to support the smooth operation of the school's general office.

Essential Attributes (Must-Haves)

- **Integrity and Professionalism:** Maintaining complete discretion, upholding ethical standards, and representing the Principal's role with the utmost professionalism.
- **Commitment to Special Character:** A deep appreciation for and commitment to the mission and values of Christian education.
- **Proven Work Ethic:** Preparedness to work hard and manage high-volume tasks efficiently, ensuring all work is completed on time and to the highest standard.
- **Technical Proficiency:** Comprehensive knowledge and mastery of the Google Workspace (Docs, Sheets, Slides, Calendar, Gmail) is required.
- **Creativity & Imagination:** The ability to bring fresh ideas and creative solutions to administrative and project-based tasks.

Preferred Qualifications and Experience (Beneficial)

- **School Background:** Previous experience working within a school setting or educational environment is desirable.
- **HR Knowledge:** A background or complimentary knowledge in Human Resources would be beneficial.
- **Executive Support Experience:** Demonstrated experience supporting a senior executive (e.g., CEO, Director, or Principal) in a high-stakes environment.
- **Team Leadership:** Proven success managing or supervising administrative staff.

Working Conditions:

- This is a term-time-only role, offering excellent work-life balance while aligning with the school calendar.
- There will be a preference for the successful applicant to be available for a limited amount of holiday work as required by the Principal.
- **Compensation:** Salary will be commensurate with experience and qualifications.

Application Process:

To apply for this pivotal role, please submit the following documents:

1. Your current **Curriculum Vitae (CV)**.
2. A detailed **Cover Letter** addressing your alignment with the school's commitment to Christian education and outlining your executive support and leadership experience.

Please submit your application to: principal@elimmtalbert.school.nz

Applications close: 12th December 2025

Expected Start Date: 22nd January 2026