

Executive Assistant to CEO

Hurstville, NSW

The Anglican Schools Corporation (ASC) is charged by the Anglican Church Diocese of Sydney with the mission to provide affordable quality Christian education. Currently, ASC owns and operates 17 schools across 19 locations and educates some 14,000 students throughout NSW.

We are currently seeking to appoint an Executive Assistant to support the Chief Executive at our Group Office in Hurstville. This role works closely with the Group Office Manager and other administration staff.

About the role

You will provide high level executive and administrative support to the CEO by:

- being the primary point of contact on all matters relating to the office of the CEO
- liaising with the Board of Directors, the executive team, Principals, School Chairs, and Group Office staff
- managing an active calendar of appointments, including forward planning
- proactively preparing the CEO for meetings including the preparation and distribution of meeting agendas, papers and minutes
- liaising and developing strong working relationships with internal and external stakeholders
- responding to emails and document requests on behalf of the CEO
- preparing draft presentations, agendas, notes and documents
- managing expenses, travel bookings and event coordination
- working with the Group Office Manager and other EA's to provide support to other staff as required.

About you

- A practising Christian, active in your local church
- Previous experience at supporting C-suite level
- Highly developed organisation skills with ability to work under pressure with competing deadlines, sensitive and confidential matters, ability to multi-task with great follow-up skills
- Able to maintain confidential information and act with discretion – no matter the circumstances
- Ability to liaise with diverse stakeholder and client groups.
- Forward thinking and proactive in situations where required
- Excellent interpersonal and communication skills
- Advanced experience with Microsoft suite (Office 365 highly desirable)
- Willingness to work as part of a team and to establish effective work relationships with colleagues

If this sounds like you, and you are looking to work in an organisation that is working to tell children about Jesus and to grow them as Christians, then please email a cover letter and resume addressing the above criteria to

jphillipclarke@tasc.nsw.edu.au

The successful applicant is required to obtain a Working with Children Check.



Mission – To provide affordable quality Christian education

Vision - Serving Christ by equipping students for His world

Position Description

Position Title: Executive Assistant to CEO - Group Office	
Written by and date:	Group Office Manager – February 2020
Employee Name:	TBA
Department:	Group Office Administration
Location:	Hurstville, NSW
Responsible to:	Chief Executive Officer – Group Office. Indirect report to Group Office Manager.
Position Context:	The Anglican Schools Corporation (ASC) group office is responsible for the delivery of Financial, IT and Capital Works management services to the Corporation's 17 schools and Governing bodies. The CEO reports to the Board of TASC.
Key working relationships:	Internal: CEO, Executive Team, Corporation Chair, Chairs of Board Subcommittees, Principals and Principal's PA, ASC admin team External: Archbishop of the Anglican Diocese, EdComm, Glebe Administration Board (GAB), Anglican Schools Australian (ASA), AIS committee.
Position Purpose:	<ul style="list-style-type: none">• Provide executive support and primary point of contact on all matters relating to the office of the CEO• Serve as liaison to the Board of Directors, Executive team and Group Office management• Execute administration projects independently• Provide confidentiality and discretion across matters addressed by the CEO
Key Responsibilities:	<ul style="list-style-type: none">• Manage a very active calendar of appointments• Plan, coordinate and then ensure CEO's schedule is followed and respected• Control and manage others' direct access to CEO that is convenient for the CEO• Organise travel plans, itineraries and agendas• Draft various correspondence, including thank you letters and personal letters

Position Description – Executive Assistant to CEO

The Anglican Schools Corporation

	<ul style="list-style-type: none"> • Determine when and what needs confidentiality and then maintain that confidentiality for documents, conversations, actions • Communicate directly, on behalf of the CEO, with Board members, School Council members, Principals, Principal PA's, Archdiocese, lawyers, auditors and other relevant external parties. • Prioritise and follow up incoming issues addressed to the CEO, including sensitive and confidential matters. • Provide smooth communication between the CEO and Group Office staff and Schools. • Keep CEO well informed of upcoming commitments and responsibilities • Reconcile credit cards • Manage special projects • Provide administrative liaison for CEO to ASC's Board of Directors for ASC meetings, accommodation, hospitality, expense reimbursement, travel, credit card reconciliation • Provide administrative support to the executive team, including attending and minuting nominated executive meetings • Organise executive team off-site meetings • Ensure CEO biography is up to date, eg LinkedIn, guest speaker • Facilitate CEO's participation in non ASC Boards and Committees, including Freedom for Faith, NSW Department of Education, Catholic Education Commission, Christian Schools Australia • Co-ordinate, organise CEO's various inputs into Diocesan matters and bodies • Building rapport with internal and external EA's/PA's to organise meetings, building networks, relationships.
Requirements and Qualifications:	<ul style="list-style-type: none"> • Practising Christian, active in local church and able to provide a Minister's reference • Minimum of 5 years' experience supporting C-Suite • Proficient in Microsoft suite including Office365 (Outlook, Word, Excel, Power point, OneNote, OneDrive), Adobe Acrobat and social media platforms • Proficient verbal and written skills, demonstrate initiative and ability to be proactive in organising an executive • Proven ability to maintain confidential information and act with discretion • Desirable: experience working in a Not For Profit environment

Acknowledgement of position requirements

Position holder: (Name and signature)		Date:	
Manager: (Name and signature)		Date:	