

Executive Assistant to the School Director

Position Summary

Serve as the Director's trusted executive partner and the operational anchor of the Office of the Director. Protect the Director's time, convert meetings and decisions into timely action, coordinate high-quality Board and leadership support, and maintain an accurate view of the Director's strategic priorities, commitments and performance targets. Exercise independent judgement within agreed authority, while preserving the Director's executive decision-making and the Board's governance role.

Core Accountabilities

A. Executive office, Calendar and Correspondence

- Own the Director's integrated calendar: prioritise requests, protect time for strategic work and classroom visibility, coordinate complex meetings and proactively resolve conflicts.
- Triage incoming correspondence and requests; draft polished, context-sensitive replies and briefing notes for the Director's approval; maintain a confidential correspondence and commitments log.
- Prepare a daily priority brief and weekly forward look covering decisions required, meetings, deadlines, risks, stakeholder commitments and materials needed.
- Coordinate executive travel, conference participation, itineraries, visas and follow-up, with contingency planning and careful budget stewardship.

B. Board Governance and Board Chair Support

- In partnership with the Director and authorised governance contacts, maintain the annual Board and committee calendar, key decision deadlines, Board retreat logistics and Board development schedule.
- Coordinate Board agenda development, request papers from accountable owners, check completeness and formatting, and circulate secure Board packs by the agreed deadline.
- Support the Director's regular Board Chair meetings with a rolling agenda, concise briefing, accurate action log and timely follow-up; manage confidential Board-Director correspondence as authorised.
- Maintain a controlled register of Board decisions, resolutions, committee actions, policy review dates, member terms, orientation and governance training, with clearly identified owners.
- Prepare draft minutes or action records only where assigned; route formal Board minutes through the designated Board Secretary and approved governance process.
- Protect governance-management boundaries: the role facilitates Board work but does not take direction from individual Board members on operational matters without the Director's authorisation.

C. Director Priorities, Performance Goals and Strategic Execution

- Maintain a live Director's Office dashboard linking annual Director goals, Board-approved priorities, Vision 2030 milestones, accreditation commitments and leadership action items.
- Turn agreed meeting decisions into an action register with accountable owner, due date, evidence, status and escalation threshold; follow up respectfully until verified closure.
- Prepare a concise weekly executive action report and a monthly strategic progress brief identifying overdue items, dependencies, decisions needed and emerging risks.

- Coordinate evidence for the Director's mid-year and annual performance reflections, including relevant dashboards, Board reports and documented improvement outcomes.
- Coordinate requests across principals and functional managers without substituting for their accountability or issuing new policy or executive decisions.

D. Meeting Excellence and Executive Follow-Through

- Own end-to-end preparation for the Director's leadership, Board-related and external meetings: agenda, pre-reads, stakeholder briefs, venue/virtual setup and decision questions.
- Prepare accurate, confidential minutes or action notes where appropriate; issue agreed actions within two working days and maintain one authoritative follow-up register.
- Monitor commitments made to staff, families, partners and external bodies; prompt the Director in advance of deadlines and escalate blocked or sensitive items promptly.
- Ensure a meeting is considered complete only when decisions are recorded, actions assigned, owners notified and the next review point scheduled.

E. Executive Relationships and Institutional Representation

- Serve as a warm, highly professional first point of contact for the Director's Office, handling senior visitors, Board members, parents, regulators, accrediting bodies and international partners with discretion.
- Coordinate important external engagements and follow-up with AISA, IB, CIS, MSA and other approved partners, as directed.
- Maintain a secure stakeholder relationship log and ensure that the Director's agreed commitments are honoured.
- Handle sensitive parent or staff correspondence tactfully; escalate safeguarding, legal, HR and reputational issues immediately through approved channels.

F. Records, Systems, Confidentiality and Continuity

- Own a secure, searchable Director's Office document architecture with version control, restricted access, retention rules and approved records of key decisions.
- Maintain controlled templates for Board papers, briefing notes, agendas, meeting records, executive correspondence and action trackers.
- Prepare a documented coverage and handover plan before planned leave or Director travel; maintain continuity of critical deadlines and approved communications.
- Use digital and AI-enabled productivity tools only in line with ARIS privacy, confidentiality and information-security requirements; independently verify outputs.

Authority and Decision Boundaries

May coordinate, prioritise, remind, draft, request updates and escalate on the Director's behalf within agreed protocols. May not approve policy, commit school funds, make personnel decisions, disclose privileged Board information, speak for the Board, or direct school leaders beyond authority explicitly delegated by the Director. Board Secretary responsibilities remain with the designated office-holder.

Alignment with the Director's Leadership Standards

The alignment below uses the six Director evaluation domains named in the ARIS Board Procedures Handbook and the executive responsibilities described in the ARIS Director Employment Contract Template. The standalone Director Job Description was not located in the available Library; this crosswalk should be checked against its approved version before adoption.

Director standard	Executive Assistant contribution
Mission for Learning	Protect time for instructional leadership; track school improvement, IB and accreditation commitments.

Governance

Board packs, Chair meeting support, decision tracking, policy calendar and confidentiality.

Human & Organisational Development

Coordinate leadership goals, staff-facing commitments, professional learning and sensitive follow-up.

Operations & Resource Management

Track cross-functional deadlines, budget-related decisions, risks and continuity plans.

School–Home–Community Partnerships

Professional family communication, stakeholder relationships and external engagement.

Professional Accountability

Director goal dashboard, evidence portfolio, follow-through and reflective review cycle.

Operating Rhythm

- Daily: 10–15 minute Director check-in; calendar, urgent correspondence, decision requests and follow-up priorities.
- Weekly: 30-minute priorities meeting; next-two-weeks calendar review; action register, Board matters and external commitments.
- Monthly: strategic goals dashboard, Board/committee calendar and records audit, risks and emerging dependencies.
- Termly: Director performance evidence review, improvement of executive office workflows and stakeholder service review.

Person Specification

- Bachelor's degree in business, management, communications, education administration or related field:
- Preferably 5+ years supporting a CEO, School Director, senior executive or Board. Demonstrated Board/committee support, executive writing, complex calendar management, action tracking, high-trust information handling and digital workflow capability.
- Strong judgement, emotional intelligence, diplomatic communication, analytical organisation and excellent English are essential.
- International school or multi-stakeholder nonprofit experience is desirable.

Safeguarding, professional conduct and employment terms

Comply with all ARIS safeguarding and child protection policies, promptly report concerns through approved channels, maintain appropriate professional boundaries and protect student, family, staff and Board confidentiality. The existing contractual provisions concerning hours, leave, school-break coverage and special events remain subject to the current employment contract and HR policy; this revised role profile does not independently amend contractual entitlements.

The deadline of submission of the application is October 18, 2026