



**FRASER HIGH SCHOOL**  
Te Kura Tuarua o Taniwharau

## **Job Description**

### **Executive Administrator**

# Executive Administrator

**DIRECTLY RESPONSIBLE TO:** Principal

**HOURS:** 20 Hours

**KEY RELATIONSHIPS WITH:** Principal, Executive Officer, Deputy Principals, Support Staff & Teaching Staff

**PRIMARY OBJECTIVES:** The Executive Assistant provides high-level administrative support to the Principal, ensuring the efficient management of their schedule, communications, and administrative responsibilities. This role requires excellent organisational skills, discretion, and the ability to work in a fast-paced environment.

Key Responsibilities	Key Outcomes
<p><b>Scheduling and Time Management</b></p> <ul style="list-style-type: none"> <li>• Manage and coordinate the Principal's calendar, ensuring efficient scheduling of meetings and appointments.</li> <li>• Organise travel arrangements, including booking flights, accommodations, and transportation.</li> <li>• Anticipate scheduling conflicts and proactively resolve them.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Efficient Scheduling:</b> The Principal's calendar is well-managed, ensuring meetings and appointments are organised effectively with minimal disruptions.</li> <li>• <b>Seamless Travel Arrangements:</b> All travel bookings, including flights, accommodation, and transport, are accurately planned and coordinated for smooth and stress-free travel.</li> <li>• <b>Proactive Conflict Management:</b> Potential scheduling conflicts are anticipated and resolved in advance, ensuring priority commitments are met without disruption.</li> </ul>
<p><b>Communication and Correspondence</b></p> <ul style="list-style-type: none"> <li>• Serve as the primary point of contact between the Principal and internal/external stakeholders.</li> <li>• Screen and manage phone calls, emails, and other communications, ensuring timely responses.</li> <li>• Draft, review, and distribute correspondence as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Effective Communication Management:</b> The Principal's interactions with internal and external stakeholders are streamlined, ensuring clear and professional engagement.</li> <li>• <b>Timely and Organised Correspondence:</b> Phone calls, emails, and other communications are efficiently screened and managed, with prompt responses and appropriate prioritisation.</li> <li>• <b>Accurate and Professional Documentation:</b> Correspondence is well-drafted, reviewed, and distributed as required, maintaining high standards of clarity, confidentiality, and professionalism.</li> </ul>

<p><b>Document Management</b></p> <ul style="list-style-type: none"> <li>• Prepare reports, presentations, and official documents with accuracy and professionalism.</li> <li>• Maintain and organise confidential records and ensure secure storage.</li> <li>• Handle information with discretion, adhering to privacy and confidentiality requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>High-Quality Documentation:</b> Reports, presentations, and official documents are prepared with accuracy, professionalism, and attention to detail.</li> <li>• <b>Efficient Record Management:</b> Confidential records are well-organised, securely stored, and easily accessible when required.</li> <li>• <b>Strict Confidentiality Compliance:</b> Sensitive information is handled with discretion, ensuring adherence to privacy and confidentiality requirements.</li> </ul>
<p><b>Board &amp; Disciplinary Committee Support</b></p> <ul style="list-style-type: none"> <li>• Attend Board Disciplinary Committee meetings, take accurate minutes, and distribute information to relevant parties.</li> <li>• Liaise with parents and caregivers regarding disciplinary matters and ensure queries are addressed appropriately.</li> <li>• Coordinate meeting logistics, including scheduling, agenda preparation, and document distribution.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Accurate Meeting Records:</b> Board Disciplinary Committee meetings are attended, with clear and precise minutes recorded and distributed in a timely manner.</li> <li>• <b>Effective Communication:</b> Parents and caregivers receive prompt, professional, and appropriate responses to disciplinary queries.</li> <li>• <b>Seamless Meeting Coordination:</b> Meetings are well-organised, with schedules, agendas, and relevant documents prepared and distributed efficiently.</li> </ul>

<p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Assist with ordering office supplies and managing inventory.</li> <li>• Process expenses, invoices, and receipts in a timely manner.</li> <li>• Provide general administrative support to the Principal and wider leadership team as required by the Principal.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Efficient Resource Management:</b> Office supplies are well-stocked, and inventory is monitored to ensure smooth daily operations.</li> <li>• <b>Accurate Financial Processing:</b> Expenses, invoices, and receipts are processed promptly and in compliance with financial procedures.</li> <li>• <b>Proactive Administrative Support:</b> The Principal and leadership team receive reliable and timely assistance with administrative tasks as needed.</li> </ul>
<p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Conduct research and compile information as requested.</li> <li>• Provide general office support and assist with special projects as needed.</li> <li>• Ensure smooth daily operations within the Principal's office.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Thorough Research and Reporting:</b> Relevant and accurate information is gathered, compiled, and presented in a timely manner to support decision-making.</li> <li>• <b>Effective Project Assistance:</b> Special projects and tasks are completed efficiently, contributing to the overall goals of the school.</li> <li>• <b>Seamless Office Operations:</b> The Principal's office functions smoothly, with administrative processes well-managed and disruptions minimised</li> </ul>

**Summary** - This position is integral to the smooth operation of the Principal's office and the overall effectiveness of the leadership team. The Executive Assistant plays a key role in maintaining professionalism, confidentiality, and efficiency across all administrative functions.