



Position Description – Executive Assistant & Resourcing

Position Title: Executive Assistant & Resourcing

Reports to: Co-Principals

Key Relationships: Business & Compliance Officer, Enrolments Officer, Media & Marketing Officer, teaching staff, external suppliers

Employment Type: Part-time, two days per week (during term time, with additional scheduled days as required)

Days of work: Tuesdays and Fridays (Term time)

Hours: 8:00 am – 4:15 pm

Location: Compass Independent School

About Compass Independent School

At Compass, we are more than just a place of learning; we are a community driven by shared values of being **caring, fair, open-minded** and **respectful**. We strive to create an environment where children, staff and families feel supported, connected and inspired.

About the Role

Do you enjoy bringing clarity and momentum to busy environments? Are you someone who notices what needs to happen next, takes satisfaction in organising people and systems and enjoys supporting leaders to do their best work?

The Executive Assistant & Resourcing role is ideal for someone who values initiative, discretion and thoughtful coordination. Working closely with the Co-principals, you will play a trusted role in supporting leadership workflow, coordinating resources and helping the school operate smoothly and sustainably. This position suits someone who enjoys working independently, follows-through and wants to contribute meaningfully to a values-led school community.



Role Purpose

The purpose of the Executive Assistant & Resourcing role is to provide high-level executive assistance and coordination support to the Co-principals, while overseeing the planning and coordination of school resourcing and operational systems.

The role strengthens the school's capacity by supporting executive workflow, enabling forward planning, maintaining continuity across non-working days and ensuring that resourcing and administrative systems operate efficiently and reliably. Through a focus on coordination, documentation and follow-up, the role helps reduce operational pressure on school leadership and supports sustainable school operations.

Key Responsibilities

1. Executive Support to the Co-principals

- Manage and coordinate the Co-principals' calendars, meetings and scheduling priorities.
- Triage and manage executive correspondence, including email accounts, responding to routine matters and escalating issues appropriately.
- Draft, prepare and format correspondence, agendas, briefing papers and documents on behalf of the Co-principals.
- Support the preparation and follow-up of meetings and ensure actions are tracked and completed.
- Exercise a high level of discretion in handling confidential and sensitive information.
- Anticipate upcoming needs and support the prioritisation of executive workload to ensure continuity and flow.



2. Resourcing Coordination and Procurement Oversight

- Coordinate the planning, sourcing and procurement of school resources in alignment with teaching programs, events and operational needs.
- Monitor stock levels and upcoming requirements in collaboration with teaching staff.
- Liaise with suppliers to source cost-effective options and resolve issues relating to orders, deliveries or invoicing.
- Maintain accurate records of purchasing and resourcing activity.
- Track expenditure against agreed budgets and provide summaries or insights to the Co-principals or Business & Compliance Officer as required.
- Support forward planning for resourcing needs across terms and school cycles.

3. Systems, Continuity and Process Improvement

- Develop, refine and document administrative and resourcing systems to improve efficiency and consistency.
- Maintain templates, checklists and procedural documentation that support continuity across days and staff roles.
- Identify emerging operational pressure points and proactively support solutions before issues escalate.
- Work collaboratively with the Business & Compliance Officer to ensure alignment between resourcing, compliance and safety requirements.
- Support smooth handover and continuity across non-working days through clear documentation and communication.

4. Other

- Act as the **Responsible Officer (RO)** on nominated working days, serving as the escalation point for early pick-ups of children and young people, significant first aid incidents or operational issues that arise after morning administrative coverage by the school's Administrative Assistant concludes.
- Coordinate responses and liaise with relevant staff or families as required and escalate to the Co-principals when necessary.



- Undertake additional duties as requested by the school leadership team to support the safe and effective day-to-day operation of the school.

Skills and Attributes

- Highly developed organisational and time-management skills.
- Strong written and verbal communication.
- Excellent judgement and discretion in managing confidential matters.
- Ability to work independently, anticipate needs and follow through.
- Systems-oriented mindset with a focus on improvement and continuity.
- Strong interpersonal skills and ability to work collaboratively across roles.
- Confidence working with digital tools, including Google Workspace and standard office systems.

Experience and Qualifications

- Experience in executive support, administration, office management or a similar role (preferred), or demonstrated capability to perform the responsibilities of the role with initiative, sound judgement and discretion.
- Demonstrated ability to manage executive workflows, correspondence and confidential information.
- Experience in procurement, resourcing or coordination roles (advantageous).
- Experience in an education setting is advantageous but not essential.
- Current Queensland Blue Card (Working with Children Check) is required.
- First aid certification (or willingness to obtain).



Classification, Hours and Remuneration

- **Classification:** Level 4 under the *Educational Services (Schools) General Staff Award 2020*.
- **Hours:** **Two days per week (Tuesdays and Fridays), 8:00 am – 4:15 pm.**
- **Weeks per year:** Term time, plus six additional days scheduled outside of term time to support key school operational periods (including the commencement of the school year, end-of-year transition and mid-year preparation).
- **Remuneration:** **\$40 per hour + superannuation.**
- Remuneration will be paid in accordance with the Award and hours worked.

Values Alignment

All staff at Compass Independent School are expected to uphold and model the school's values of being caring, fair, open-minded and respectful in all interactions with children, young people, families, colleagues and the wider community.

Child Safety Commitment

Compass Independent School is committed to child safety. Employment is subject to child safety screening, including a current Queensland Blue Card (Working with Children Check) and referee checks.