



The Frances Xavier Warde School

Position Title: Executive Assistant to Head of School

Status: Full Time/Exempt 12 months

Reports to: Head of School

Job Summary

The purpose of this position is to support the Head of School by overseeing their calendar, projects, and clerical duties. This position will oversee internal and external communications for the Head of School. This individual exercises considerable independent judgment in the execution of correspondence to employees as well as external constituents—Board of Trustees, parents, alumni, and neighborhood community. This position coordinates and runs the front office, as well as answers inquiries for the general public, parents, visitors, and other interested parties.

Responsibilities & Duties

- Manages an extremely active calendar of appointments. Plans, coordinates and ensures the Head of Schools' schedule is followed and respected.
- Works closely and effectively with the Head of School to keep the Head of School well informed of upcoming commitments and responsibilities, following up appropriately and has a sense for issues taking place in the environment and keeping the Head of Schools updated
- Provides a “gatekeeper” role for direct access to the Head of Schools' time and office
- Schedules meetings, internally and externally, by working effectively with colleagues, Board members, and parents/students
- Manages multiple tasks simultaneously, and prioritizes them appropriately
- Utilizes independent judgement when drafting and creating communication materials to be sent by Head of School
- Prepares and maintains a variety of reports for the Head of Schools use and for dissemination to the Board of Directors and other external and internal groups/individuals
- Ensures the timely preparation and distribution of materials (e.g. requests, agendas, schedules, notices, resolutions) for meetings
- Has ability to scan, verify, draft, compile, edit, and update documents and correspondence quickly and accurately, and understand and follow written and verbal instructions

Qualifications and Skills

- Bachelors' Degree required
- A minimum of three years experience in executive support
- Strong knowledge of Word, Excel, Powerpoint, etc.
- Must have strong communication and writing skills
- Proactive and motivated with a “can do” attitude
- Excellent time management skills
- Ability to work under time pressure with attention to detail and commitment to excellence
- Self-motivated and able to take initiative and accept responsibility



The Frances Xavier Warde School

- Must be able to maintain strict confidentiality
- Employee must be able to support philosophy and mission of the School

Additional Skills and Experience

- Must be compliant with all Archdiocese of Chicago Protection of Children and Youth requirement