



Executive Assistant to the Head of School

St. Anne's School of Annapolis has an immediate opening for an Executive Assistant to the Head of School. This is a 12 month, salaried position that includes benefits and vacation time, and begins on or before August 1. Send resume and letter to recruitment@st.anneschool.org. For more information about the School, visit www.St.AnnesSchool.org.

Responsibilities in support of the Office of the Head of School

- Working closely with the Head of School, manages Head's calendar, appointments, and logistics of that office.
- Organizes, manages, and shares Head of School's calendar in conjunction with the school's calendar of events and Board of Trustees.
- Prioritizes and manages multiple projects simultaneously and follows through on issues in a timely manner.
- Completes office work as assigned for the benefit of the school by the Head of School.
- Attends weekly administrative staff meetings, keeping and circulating meeting minutes; coordinating materials.
- Organizes logistics related to special events including but not limited to: Administrative Retreats, Staff meetings, Staff Holiday Party, Staff Professional Days, Board and Board Committee Meetings
- Provides highly sensitive support to the Head of School, keeping the Head apprised of important deadlines and potentially sensitive issues.
- Engages in additional staff duties, in order to maintain the smooth and effective functioning of the Head's Office.

General Office Responsibilities

- Greets visitors warmly through front door monitor and in person, making them feel welcome.
- With office situated in Main Office, is first responder for all activities brought to the main office, along with the office coordinator.
- Answer phones and directs all incoming inquiries to the appropriate party in a positive, professional manner, promptly and efficiently.
- Responds to queries, concerns, issues and problems brought to the main office in a positive, calm, professional manner, demonstrating sound judgment in directing issues to appropriate administrator or teacher.

- Maintains electronic school event calendar, newsletter, and video communication board, working under the direction of the Director of Marketing and Communications.
- Regularly assesses maintenance of shared areas of school, including mailroom, copy rooms, health room, halls and walls, supporting organization and is responsible for order in these areas.

Other duties as assigned.

Qualifications:

- An effective writer, editor, and proofreader.
- Self-motivated, forward-thinking, detail-orientated and accurate.
- Knowledgeable and passionate about independent schooling, collegial, adaptable, and adaptive.
- Discreet, diplomatic, engaging, and responsive, effectively handling confidential information.
- Warm, friendly, out-going, with exceptional customer-service orientation
- Ability to work under pressure, independently, and with a strong work ethic.
- Have a car, driver's license, and be willing to drive as needed.
- High energy, positive, creative and a team player.

St. Anne's School of Annapolis does not discriminate on the basis of race, color, religion, age, gender, sexual orientation, physical disability or national origin in admissions, employment or educational policies. We value diversity and embrace the fundamental Episcopal belief in the dignity of each human being. We are committed to helping our school community understand and appreciate human differences and similarities.