

Role Description – Executive Assistant to the School Director

Position Title	Executive Assistant to the School Director
Reports to	Administration Coordinator
Faculty	Business Operations
Level	Depending on Experience
Employment Type	Term Time, Ongoing
Hours	Generally, 9am to 3pm Monday to Friday Some out of hours work, time in lieu offered
Applications close	22 August 2025
Commencement Date	When available
Key relationships	Admin Support Officer, Primary School Reception, High School Reception, Daily Organiser, Economic Development Director, Faculty Directors, School Director, Teachers, Enrolments Officer, Finance Manager, ICT Support, All Staff.

About Us

Nestled on 20 acres of stunning bushland in the peaceful Samford Valley, just 35 minutes from Brisbane's CBD, Samford Valley Steiner School is Queensland's largest Steiner school. We provide a holistic education from Early Childhood to Class 12, guided by the philosophy of Rudolf Steiner and aligned with Queensland curriculum standards.

Our school community values curiosity, resilience, and creativity. With vibrant grounds and thoughtfully designed facilities, we cultivate an environment where students and staff thrive through balance, purpose, and connection to nature.

The Role

The Executive Assistant to the School Director plays a pivotal role in ensuring smooth daily operations across the school, supporting leadership in Early Childhood, Primary, and High School. This position leads and coordinates high-quality administrative support, strengthens communication, ensures compliance with regulatory and governance requirements, and champions continuous improvement in administrative systems — all in alignment with our school ethos.

Your contribution

You will contribute to the life of our school by enabling seamless leadership operations, supporting relationships between the School Director and key stakeholders, and fostering a culture of professionalism, confidentiality, and service excellence.

Key Responsibilities

Board and Leadership Team Support

Prepare agendas, collate documents, take minutes, and follow up on actions for Board (RSEGB) and Senior Leadership Team meetings.

Maintain clear and timely communication between the School Director, Board, College of Teachers, and other key groups.

Stakeholder Engagement and Communication

- Represent the School Director professionally, building constructive relationships with staff, families, community partners, and professional associations.
- Prepare and proof high-quality documents, reports, and presentations, ensuring alignment with the school's style and tone.
- Support school functions, events, and community engagement initiatives, coordinating multiple stakeholders.
- Maintain secure and well-organised records, ensuring confidentiality at all times.

Confidentiality and Discretion

- Handle sensitive matters with professionalism and judgement.
- Act as a trusted support for the School Director in navigating complex issues.

Project Management and Problem Solving

- Assist with strategic projects, ensuring objectives and deadlines are met.
- Research, gather, and present information to support decision-making.
- Identify and implement improvements to processes and systems.

Professional Development and Continuous Improvement

- Stay up to date with best practice in executive administration, governance, and relevant compliance requirements.
- Engage in professional learning opportunities provided by the school.

What we are looking for

- Outstanding organisational skills with the ability to manage competing priorities.
- Excellent written and verbal communication skills, including experience in drafting high-level correspondence.
- Strong IT skills (MS Office Suite, Google Workspace, Canva) and adaptability to new technologies.
- Interpersonal skills that build trust and collaboration across a diverse community.
- Discretion, tact, and integrity in handling sensitive information.
- Initiative, resourcefulness, and a solutions-focused approach.
- Understanding or willingness to learn about Steiner education and Anthroposophy.

Mandatory Requirements

- Adherence to the school's Code of Conduct, health and safety procedures, and all policies.
- Current Blue Card (Working with Children Check).
- Commitment to creating and maintaining a safe environment for children.

Why Join Us?

Samford Valley Steiner School is more than a workplace, it's a community. We offer:

- Be part of a values-driven, nature-connected educational community.
- Competitive salary and up to 12.75% employer superannuation.
- Generous leave entitlements and professional development support.
- Opportunity to lead meaningful projects that shape safe, sustainable learning environments.

Interested in applying?

To apply please submit:

- Your current resume.
- A brief letter (1-2 pages) outlining your interest in this role, what you will bring to it and what you hope to gain.