



# Avon Old Farms School

**Job Title:** Assistant to the Headmaster

**Job Classification:** Staff / 12-month position

Benefits: Full

**FLSA Status:** Non-Exempt

**Reports to:** Headmaster

## **General Duties/Responsibilities:**

Oversees and manages the operation of the Headmaster's office and provides support to the Board of Directors by initiating, anticipating, and coordinating all administrative and secretarial duties.

## **Specific Responsibilities**

The executive assistant generates correspondence, schedules appointments, coordinates meetings, arranges travel, responds to callers and visitors, and performs other clerical tasks as necessary. This position requires outstanding executive secretarial skills, a high level of confidentiality, proficiency in MS Office, the ability to maintain a collegial and welcoming atmosphere in the office, and the ability to balance multiple priorities while encountering frequent interruptions. This position facilitates the overall coordination of the Headmaster role.

The following outlines the overall duties of the position:

- Serves as receptionist. Screens and manages all incoming communications for the Head of School, schedules appointments and events, processes mail, organizes and maintains files, drafts correspondence and memos, transcribes and formats documents, prepares Board of Directors mailings and assists with Board meeting preparations and support.
- Arranges detailed travel plans and itineraries, compiles documents for travel-related meetings for both the Headmaster and those who accompany him.
- Records minutes from various meetings including Board Meetings.
- Prepares expense reports.
- Coordinates and drafts gift acknowledgements.
- Plans and organizes Commencement and other events as needed.
- Orders and maintains office supplies.
- Assists other departments as needed.
- Manages the Headmaster's calendar and schedules appointments.
- Screens incoming calls and correspondence and responds independently when possible.
- Performs routine as well as complex and confidential secretarial functions including developing and typing of written correspondence.
- Provides appropriate background and feedback on various subjects to assist Headmaster in communications and interactions. [Examples: family background for condolences, student background for college recommendations, etc.]
- Organizes programs, events, meetings or conferences as necessary

**The successful candidate for this position should possess the following competencies to perform the essential functions of this position.**

- Problem solving – identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains confidentiality.
- Interpersonal skills – maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things.
- Oral communication – speaks clearly and persuasively in positive or negative situations and represents the Headmasters office in a professional manner.
- Written communication – edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Planning/organizing – prioritizes and plans work activities and uses time efficiently.
- Quality control – demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability – adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability – consistently at work and on time, follows instructions, and responds to management direction.

**The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**

*Avon Old Farms School does not discriminate on the basis of age, sex, race, religion, color, sexual orientation, or national or ethnic origin in the administration of its policies and programs.  
Candidates are selected by their qualifications to meet the needs of the position.*