



Executive Assistant – Fixed term

Application Package

A role where no two days are the same

As a small independent school, this role is wonderfully varied and requires someone who enjoys being hands-on, adaptable and responsive. While excellent administrative skills are required, the role requires much more than desk work. For the right person, this role offers a job filled with meaning and purpose.

The role ensures the smooth operation of staffing, relief coordination, educational administration and school logistics, allowing the Principal and teaching staff to focus on teaching, learning and leadership.

The role is for an initial one-year with an option to extend by agreement.

Thank you for your interest in applying for a position at Tamar Valley Steiner School. The package for the above position is attached and includes:

1. Information for Applicants
2. Position Description incl. Selection Criteria

For this expedited application process, please provide:

- A brief cover letter outlining your interest in the position (1 page)
- Statement addressing the selection criteria (1-3 pages)
- Current resume with at least 2 referees.

Please read these documents carefully before seeking further information, for any questions, please contact me on 03 6711 3238 or email:

bm@tamarvalleysteiner.tas.edu.au

Caroline Sinclair
Business Manager

INFORMATION FOR APPLICANTS

Thank you for your interest in a position at TVSS. This information is provided to help you understand the selection process so that you can present your best case for an appointment.

The basis for selection is the relative merit of each applicant in relation to the Selection Criteria identified in the Position Description and the Selection Criteria.

Position Description: The Position Description should be read carefully. It provides information regarding the following:

1. Position title
2. Position Purpose
3. Position Duties
4. Position Relationships
5. Selection Criteria
6. Qualifications and requirements

Commencement: Successful incumbents are expected to commence work during Term 3 (August/September 2026).

Probation: There is a probationary period of 6 months for all staff.

How to Apply: Your application should include:

1. **Cover letter:** summarising your interest in the position and what you bring to the position
2. **Statement addressing the selection criteria:** briefly outline (1 paragraph approx.) how you meet each of the selection criteria
3. **Resume:** A brief summary of your career, outlining relevant positions you have held, major responsibilities and qualifications.
4. **Referees:** The names, positions and telephone contact numbers for three referees who can comment on your suitability for the position.

Interview: Please be prepared for an interview in August, it may be during business hours and you are expected to make arrangements to be available to attend.

Your application should be emailed to bm@tamarvalleysteinerschool.tas.edu.au with the subject line stating **Confidential – Executive Assistant Application 2026**.

Closing Date: Applications close at **5pm, Sunday 26th July 2026**.

Selection Process

All applications received will be acknowledged. If you do not receive confirmation of your application within 24 hours of submission, please contact us on 03 6711 3238.

Shortlisted applicants will be contacted by phone and will be invited for an interview. Successful applicants will be advised by phone and confirmed in writing.

Contacts

If you require further information after reading this information package, please contact Caroline Sinclair on 03 6711 3238.

EXECUTIVE ASSISTANT TO THE PRINCIPAL

Position Description

Position Title:	Executive Assistant to the Principal
Type of Employment:	1.0 FTE, fixed term (12 months))
Commencing:	August/September 2026
Term:	Initial 12 months with an option to extend
Location:	378a St Leonards Road, St Leonards. TAS 7250
Hours of Duty:	7.6 hours single shift daily with start/finish times by negotiation between a possible 6.30am start (2.30pm finish) to a 9.30am start (5.30pm finish) with some after hours duties for events required. School office is open 8am – 4pm Monday to Friday.
Probation:	A probation period of 6 months applies to all staff
Conditions:	Employee Services (Schools) General Staff Award 2020, Level 5 Classification
Key relationships:	Education Faculty (teachers and TAs), Administration team, Business Manager, families, students
Is responsible to:	Principal

About Tamar Valley Steiner School

Tamar Valley Steiner School is an independent, non-denominational school in the northern Tasmanian city of Launceston. The school opened in 2016 and has experienced steady growth since then, now with a full primary school from K-6. Offering a rich Steiner education from Kindergarten to Year 6 (expanding to high school soon), our school is founded on the principles of respect, collaboration, creativity and the holistic development of every child. As a rapidly developing school, the environment is dynamic. The administrative team is generally all hands on deck to support the daily teaching and learning and be the steady rudder planning ahead for future terms and years.

The administration team is small, comprised of two part-time junior members, a senior administrator/finance & enrolment officer, and the part-time Business Manager and Principal. The school's management structure is shared between administration and the College (teaching staff). Administrative, financial and high-level educational responsibilities are delegated to the College Executive which is comprised of the Principal, the Business Manager and representatives elected from College as endorsed by the School Board. The School Board is comprised of dedicated parents and other interested community members with a diversity of skills.

The Executive Assistant position is a new role to support the work of the Principal as the school grows in primary school enrolments and prepares to extend into high school.

Position purpose

The Executive Assistant to the Principal provides high-level executive and operational support to the Principal while coordinating the day-to-day administration of teaching and learning.

The role ensures the smooth operation of staffing, relief coordination, educational administration and school logistics, allowing the Principal and teaching staff to focus on teaching, learning and leadership.

This position serves as the organisational hub connecting school leadership, teachers, administration staff and external stakeholders.

A note on working in a small school

As a small, community-focused Steiner school, this position is intentionally broad and dynamic. The Executive Assistant is a key operational presence whose work changes throughout each day in response to the needs of the school. A key feature of the role is responding to the operational needs of teaching and learning which means that:

- no two days are ever the same, and
- no task is beneath anyone when it contributes to the wellbeing of students and staff.

Success in this role requires flexibility, initiative and sound judgement. While planned administrative work forms an important part of the role, priorities may shift rapidly in response to operational, staffing or student needs.

Examples of the wide variety of responsibilities may include:

- coordinating relief staff and adjusting timetables at short notice;
- welcoming new staff, volunteers and visitors;
- responding to unexpected operational issues around the school;
- sourcing teaching resources and classroom materials;
- supporting staff to resolve practical challenges so they can remain focused on teaching;
- acting as a calm first point of contact for staff seeking assistance or guidance;
- providing reassurance and practical assistance to staff experiencing a stressful situation;
- helping coordinate appropriate responses when students require support from the school office;
- assisting with the setup and pack-down of school events and meetings;
- arranging deliveries and supplies;
- managing the Principal's calendar and appointments;
- policy, grant and reporting writing.

While the Executive Assistant is not primarily responsible for behaviour management or student wellbeing, understanding and following, or resourcing other staff to follow the school's procedures to support students with positive behaviour plays an important supporting role in ensuring appropriate responses are coordinated. This may include:

- receiving students who require a calm space following an incident;
- providing respectful, calm and consistent supervision until an appropriate staff member is available;
- supporting students to regulate using established school approaches and approved wellbeing resources;
- coordinating communication with teaching staff, leadership, parents or carers where appropriate;
- assisting with first aid responses within the scope of training and responsibility;
- ensuring appropriate therapeutic, sensory or wellbeing resources are available when required;
- recognising when matters require immediate escalation to teaching staff, leadership or student support personnel.

The successful applicant will demonstrate emotional intelligence, sound judgement, compassion and appropriate professional boundaries. They will be able to remain calm when others are under pressure, communicate confidently with both adults and children, and contribute positively to maintaining a safe, orderly and caring school environment.

Success Measures

Success in this role will be demonstrated by:

- Effective executive support to the Principal, freeing them up to focus on priority work.
- Timely and efficient coordination of daily staff relief – all classes and duties are covered.
- Resolution of operational issues as they arise.
- High-quality administrative systems.
- Strong communication across the school.
- Efficient management of competing priorities.
- Smooth onboarding and support of new staff.
- Well-organised meetings and events.
- Positive feedback from teaching staff.
- Contribution to a warm, calm, organised and professional school environment.

Key Responsibilities

School Operations Coordination

Assist with the coordination of daily school operations, including:

- Teaching and learning logistics, rosters and duties
- School events, information evenings and parent education sessions
- Staff professional learning days
- Excursions and resource bookings
- School calendar, venue bookings and catering coordination

Relief Coordination

Coordinate staffing to ensure classes and supervision requirements are maintained by:

- Coordinating daily relief teachers and replacement staff
- Managing staff absences and relief communications
- Preparing relief information and documentation
- Maintaining relief staff availability
- Supporting workforce planning and coverage

Staff Logistics & Workforce Coordination

Coordinate practical arrangements that enable staff to work effectively, including:

- New staff onboarding and induction logistics
- Workspace, ICT, access and resource coordination
- Casual staff orientation
- Recruitment and staffing administration
- Staff records, documentation and probation processes

Communication & Relationship Management

- Build positive relationships with staff, families, visitors and external organisations.
- Respond warmly and professionally to enquiries.
- Facilitate communication between the Principal, staff and the wider school community.
- Resolve day-to-day operational matters through practical problem solving.

Problem Solving

- Anticipate and respond to operational issues.
- Develop practical solutions and coordinate implementation.
- Exercise initiative within delegated authority.
- Escalate strategic or complex matters appropriately.

Administrative Support

- Maintain confidential records and filing systems.
- Prepare correspondence and documentation.
- Coordinate travel, purchasing and administrative resources.
- Assist with budget administration and school projects.

Executive Support

Provide confidential executive support to the Principal by:

- Managing the Principal's diary, appointments and priorities
- Coordinating meetings, agendas, papers and minutes
- Managing correspondence and follow-up actions
- Monitoring deadlines and supporting reports and presentations

Education Administration

Provide administrative support to the Education Faculty, including:

- Meeting administration and staff communications
- Document, policy and procedure administration
- Professional learning coordination
- Curriculum and compliance administration
- Student-related administrative support as required

Direction/Supervision Received

Directions and work priorities will be primarily set by the Principal who will give broad direction (after specific training during the induction period is completed). Collegial relationships will be maintained with other members of the administration team, and you will supervise junior members. You will be required to participate in the Professional Development Program throughout the year. You will be required to engage in problem solving involving the identification and analysis of diverse problems and applying expertise to the making of decisions. You will be responsible for coordinating staff and resources to provide an administrative service.

Professional Development

1. Attend and participate in all relevant staff meetings and professional development programs.
2. Participate in the School's Professional Development Program by establishing a Professional Development plan in alignment with the school's vision and strategic goals.

Code of Conduct

The School's Code of Conduct for employees compliments the Constitution and requires employees to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the School.

Child Safety

Tamar Valley Steiner School is committed to providing a child-safe environment where children are respected, protected and empowered. All staff are expected to uphold the School's Child Safe Policies, Code of Conduct and legislative obligations.

Commitment to Steiner Education

The Executive Assistant supports the philosophy and values of Tamar Valley Steiner School and contributes positively to a culture of respect, collaboration, wellbeing and lifelong learning.

Selection Criteria

1. Demonstrated substantial experience providing executive or senior administrative support in a similar situation.
2. Ability to maintain warmth and care under pressure.
3. Capacity to support teachers, support staff and parents to deal with challenges arising while fostering positive relationships.
4. Strong problem-solving ability and use sound judgment to take initiative.
5. Ability to manage competing priorities in a fast-paced environment.
6. Excellent administrative skills including managing rosters or timetables, integrating new technologies including appointment management, document sharing, online event bookings, and ability to produce polished correspondence.
7. Strong understanding of children (particularly primary aged) and their developmental stages and needs within a school setting and a passion to support young people.
8. The tact to manage sensitive matters with confidence and discretion.
9. Advanced computer literacy with proficiency with Microsoft Office including outlook and Sharepoint and ability use or adapt to school management and customer relationship management software (TASS and EnrolHQ).
10. A curiosity for and openness to the way that the Steiner curriculum supports children's development in a unique way and capacity to embrace the school's strategic development as a hub for families seeking Steiner education so that you can support and promote it with confidence.

Qualifications and Requirements:

Essential Requirements

- Substantial experience (3-5 years) providing executive or senior administrative support in a similar situation
- Certificate IV, diploma or equivalent or higher in relevant discipline, e.g. Business Administration.
- Current first aid certificate (provide First Aid (HLTAID012)) or equivalent, or ability to obtain
- Working with Vulnerable People registration ((Tasmania) or ability to obtain)
- Current and satisfactory National Police Criminal History Check (NPCHC) or willingness to obtain
- Commitment to child safety

Desirable Requirements

- Experience in a school environment
- Experience working in a Steiner school
- Knowledge of independent schools
- Current Tasmanian vehicle driver's licence
- Experience using School management software
- Evidence of child safe training