



SAINT ANN'S SCHOOL

INTERIM ASSISTANT TO THE HEAD OF SCHOOL

ABOUT SAINT ANN'S SCHOOL

Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. With a faculty and staff numbering more than 350 and over 1100 students, Saint Ann's is among the largest and most sought-after independent schools in New York City. Occupying space in seven separate buildings clustered in Brooklyn Heights, Saint Ann's draws most of its students from nearby Brooklyn neighborhoods as well as Manhattan. Known for its commitment to an education that brings together passionate and talented teachers with gifted and motivated students, Saint Ann's has earned an outstanding reputation in academic disciplines and the arts.

THE POSITION

The Interim Assistant directly supports the Head of School, Associate Head of School and provides scheduling and administrative support to the school's Core Administration. Excellent verbal and written communication skills, project management, accuracy, ability to work independently, and confidentiality are essential qualities. Must be able to prioritize among competing urgent demands and exercise good judgment and common sense in managing unexpected and at times, challenging situations.

RESPONSIBILITIES

- Manage Head of School & Associate Head of School's scheduling needs and preparation for meetings with administrators, teachers and staff, parents, trustees, students and others. Using independent judgment and initiative, ensures that meetings are scheduled promptly and accurately and that all relevant information and documents are organized.
- Prioritize and manage tasks for the Head of School and Associate Head of School; follow-up with Core Administration in a timely manner.



- Supports Associate Head of School in preparing schedules for Board of Trustee and Subcommittee Meetings; coordinates arrangements and preparation of materials for board meetings with other school administrators. Handles space scheduling issues and any subsequent changes.
- Prepares and maintains Board materials, rosters, files, and committee minutes for board and subcommittee meetings.
- Work closely with the Head of School, Associate Head of School, Dean of Faculty, Director of Advancement and Chief Financial Officer on all school matters.
- Schedule weekly Core administration and department chair meetings and follows up as necessary.
- Interacts with students, parents, faculty and staff
- Safeguard the integrity of confidential information and conversations.
- Other responsibilities as assigned.

PROFESSIONAL REQUIREMENTS

- Bachelor's degree
- Minimum 2-3 years experience
- Professionalism and willingness to serve as an advocate of the school at all times
- Must be able to handle confidential material with discretion
- Must have excellent interpersonal, communication and writing skills and demonstrated ability to thrive in a diverse workplace committed to equity and inclusion
- Familiarity with Veracross, Google applications, Microsoft Word and Excel desirable

COMPENSATION

A competitive compensation package, commensurate with level of experience, plus benefits.

TO APPLY

Qualified candidates should send their CV and cover letter to egonzalez@saintannsy.org

NOTICE OF NONDISCRIMINATORY POLICY

Saint Ann's School does not discriminate on the basis of race, color, religion, creed, gender, age, marital status, disability, national or ethnic origin or sexual orientation in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.

