



**INTERNATIONAL  
CHRISTIAN  
SCHOOL**

EXCELLENCE FOR LIFE. ANCHORED IN CHRIST.

# EXECUTIVE ASSISTANT TO THE HEAD OF SCHOOLS

This is a key position that the job holder will be responsible for high level executive support to the Head of Schools and to ensure the Head of Schools' Office being professional, responsive, engaging and hospitable. S/he will also be responsible for providing support to the Board Secretary to fulfill the School's administrative and event planning needs. S/he will be privy to confidential information which requires a high level of diplomacy and discretion.

[APPLY ONLINE >](#)

## WHAT YOU WILL DO

- Provide executive and administrative support including but not limited to heavy calendar management and meeting arrangements for the Head of Schools in accordance with their goals and strategic priorities.
- Serving as the first point of contact for the Head of Schools Office with Christ-like, courteous and professional demeanor. Handle and filter calls, emails and correspondences, including those that are confidential in nature.
- Arrange and coordinate internal and external meetings, and travels by developing effective and efficient itineraries and agendas; look after events or journeys from start to finish with attention to details.
- Maintain excellent relationships with internal and external stakeholders. Be proactive and ready to network and promote the School when the Head of Schools is not in the school office.
- Work behind the scenes to solve problems, mediate disputes, and handle issues before they become matters of concern for the Head of Schools.
- Handle purchase requisition, reconciliation of payment receipts and reimbursement claims for the Head of Schools Office and the department as and when required.
- Assist in budgeting for Head of Schools Office.
- Provide administrative support to the Board Secretary to ensure effective organization and administration of Board meetings, and sub-committee meetings. Provide on-site support when the Board Secretary is away.

## WE'RE LOOKING FOR SOMEONE WITH

- At least 8 years' proven experience supporting organizational leadership roles in a busy and complex environment.
- A degree in a relevant discipline, or an equivalent combination of relevant experience and/or education/training.
- Very strong interpersonal and organizational skills and interests, be ready and capable of networking, prioritizing high-volume tasks according to changing deadlines and the Head of School's expectations and daily focus.
- Proven ability to handle confidential information with discretion.
- Demonstrated emotional maturity. Be adaptable to various competing demands, and demonstrate the highest level of client service and response.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- A highly resourceful team-player, with the ability to also be extremely effective independently.
- An outstanding bilingual communicator with excellent English skills, which also include editing and proofreading.
- Well-presented and confident in dealing with people at all levels, with the ability to deal with difficult people and adverse situations.
- Be fully cognizant of the need to work outside normal office hours as and when required.

## WHAT WE OFFER

We offer a 5-day work week and an attractive remuneration package, commensurate with the candidate's qualifications and experience. As part of the ICS Community, you will have the opportunity to work with colleagues and students of diverse cultural backgrounds. We provide resources and support to teachers and support staff with professional development for their career progression. We have a supportive and engaging working environment marked by a distinctive Christian ethos.

## TO APPLY

Join us by submitting an online application with your resume and salary expectations.

We are committed to providing a secure environment safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo thorough background checks and child protection screening.

*All personal data collected will be kept in strict confidence and will only be used for recruitment purposes.*

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## ABOUT ICS

ICS is a Christ-centered K-12 school dedicated to the spiritual formation and academic excellence of our 1,100 students. As one of Hong Kong's premiere college preparatories, we offer a classical US Liberal Arts curriculum encouraging a love of truth, beauty and goodness. Students are formed as **'Oaks of Righteousness'** to serve God and neighbor in their generation.