

Position Available: Executive Assistant to Head of School

Start Date: Open Until Filled

12-Month position

Post Date: October 10, 2025

THE CHURCH FARM SCHOOL

1001 E. Lincoln Highway

Exton, PA 19341

Apply by letter to the address above (Attn: Human Resources) or by email: hr@gocfs.net.

Include by separate attachments:

- 1. your cover letter, including salary expectations,**
- 2. resume of qualifications and experiences, and**
- 3. names and contact information for three professional references.**

Please enter the position title in the email subject line.

Why choose Church Farm School for your next career opportunity?

When you join our team, you will work with colleagues who are enthusiastic about our mission – to prepare a diverse group of boys with academic ability and good character to lead productive and fulfilling lives by making a college preparatory education financially accessible. The Church Farm School is an independent boarding and day school for boys in grades 9-12 in the Episcopal tradition. Church Farm School was founded in 1918 and is in Exton, PA. For additional information about CFS, please visit www.gocfs.net.

DESCRIPTION:

The Executive Assistant to the Head of School plays a key role in ensuring the smooth and efficient operation of the Head of School office at an all-boys, college-preparatory boarding school by providing high-level administrative, organizational, and communication support to the Head of School and Associate Head of School. This individual is a trusted partner in managing the daily operations of the Head of School Office and serves as a welcoming, professional, and discreet point of contact for all members of the school community, including students, faculty, staff, parents, alumni, and trustees. The role requires strong organizational, communication, and problem-solving skills, along with excellent judgement, diplomacy, and a proactive mindset to support the Head and Associate Head of School in leading the school effectively.

DUTIES AND RESPONSIBILITIES:

Executive Support

- Manage the complex calendars of the Head of School and Associate Head of School, including prioritizing appointments, scheduling meetings, and coordinating travel arrangements. Actively be involved with school-wide master calendar management.
- Coordinate Head of School Events and Receptions, including but not limited to: Opening and Closing School Year Dinners, Holiday Party, Employee Recognition Service and other events as required.
- Prepare correspondence, reports, and presentations on behalf of the Head of School. Collaborate with the Advancement Office and HOS to prioritize outreach and ensure the accurate recording of HOS contact reports.

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- Screen and prioritize incoming calls, emails, and visitors with grace and confidentiality.
- Serve as the primary point of contact for the Board of Directors. Support board communications and logistics, including meeting preparation, minutes, and materials distribution. The position will provide logistical support to Board committees as well as the full Board.
- Maintain governance documents, records and archives with accuracy and confidentiality.

Office Management

- Oversee the daily operations of the Head of School Office.
- Manage Reception Desk staff with an eye to safety and customer service.
- Maintain organized filing systems—both digital and physical.
- Track deadlines, documents, and follow-ups related to projects, strategic initiatives and accreditation processes.
- Support coordination and scheduling for candidates and new hires as needed.
- Coordinate special projects as assigned.

School Community Engagement

- Serve as a welcoming presence in the Head of School Office for students, faculty, parents, alumni, and visitors.
- Facilitate communication between the Head of School and various departments, including Advancement, Admissions, Academics, Student Life and Athletics and Business Office.
- Lead event planning and hospitality for campus events involving the Head of School, Board of Trustees, and special guests.
- Service on the school's Sunshine Committee. Provide connection to HOS office and key committee activities. Support gifts and donations as needed for faculty, staff and friends of the school.
- Support the Head of School in upholding and promoting the school's mission and Episcopal tradition.

Other Duties as Assigned

QUALIFICATIONS:

- Proven experience with a minimum of seven years in an executive assistant or administrative assistant role, preferably in an educational setting.
- Bachelor's degree or equivalent education and experience.
- Excellent organizational, interpersonal, and written/verbal communication skills.
- High level of discretion, integrity, and professionalism.
- Demonstrated ability to handle confidential information with integrity and discretion.
- Proficiency in Microsoft Office Suite, Google Workspace, and standard office technology.
- Familiarity with Episcopal traditions and/or comfort working in a faith-informed community.

Church Farm School is an Equal Opportunity/Affirmative Action Employer. Church Farm School welcomes and celebrates diversity, and we are committed to creating an inclusive environment for all employees.