

School Scheduling and **CALENDAR MANAGEMENT**

Managing Appointments

Schedule meetings and appointments for the principal and other school staff, prioritizing urgent matters.

Coordinate with faculty and staff to ensure that all meetings run on time and that required materials are prepared.



Event Scheduling and Coordination

Assist in organizing school events such as parent-teacher conferences, assemblies, and school holidays.

Ensure that event details (location, time, attendees) are properly recorded in the school's master calendar.

Administrative Assistant Training Manual Sample

Heather Prendergast



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