

Administrative Assistant – Part Time

Christ Church Cathedral School (CCCS) is an independent Anglican school for students from Junior Kindergarten to grade 8. We are proud to be known for our academic excellence, strong fine arts and athletic programs, and our welcoming community, which extends to the parish of Christ Church Cathedral. Our motto is “Let your light shine” and we strive to challenge, encourage, and bring out the best in every one of our students.

We are currently seeking an exceptional candidate for the following opportunity: Administrative Assistant – Part Time

Start Date: June 21, 2021. Hours: 20 hours per week – hours and days of work are flexible upon approval

Position Overview: Reporting to the Executive Administrative Assistant and Head of School, the Administrative Assistant is responsible for supporting the overall management of the office, communicating with parents, students, guests, and other staff members in person, by telephone and email in a professional, kind, positive and friendly manner. A strong work ethic, exceptional attention to detail, excellent verbal and written communication skills, and an ability to manage a high workload with many interruptions are all essential.

Main Responsibilities: The Administrative Assistant will be solely responsible for student records, attendance, distribution of report cards, maintaining databases, filing records, and communicating with the Ministry of Education. In collaboration with the Executive Administrative Assistant, he or she will create weekly newsletters, signage, forms, letters, permission forms, spreadsheets, and various documents. As the main email contact for the school, the successful candidate will respond to all inquiries via email, redirecting messages as required to other recipients. Attending to the needs of students requiring first aid or other assistance in an empathetic and warm manner is an important aspect of this role. First aid training provided if candidate does not have certificate. Various other duties to support the office, students and teaching staff as required.

Skills and Experience: The successful candidate will possess a calm, caring, friendly and helpful disposition, be able to work in an environment where interruptions and a high noise level are frequent, be self-motivated and able to collaborate effectively with various stakeholders, have high professional standards for handling confidential information, and be highly organized with excellent planning skills and attention to detail. Proficiency with Google Suite, Microsoft Office, and knowledge of student record databases (MyEdBC) would be an asset. Completion of an office administration certificate or diploma, or a minimum of 3 years office experience is required. A combination of education and experience may be considered. Experience working in a school office is an asset.

Christ Church Cathedral School offers a competitive salary, comprehensive benefits package, and RRSP matching program. Interested candidates should submit a resume and cover letter by email. Application deadline: May 10, 2021. We thank all applicants for their interest, however, only those selected for an interview will be contacted.