



Job Posting: Part Time Administrative Assistant

Posted on: March 28, 2024 **Closing Date:** April 19, 2024

Job Type: Part Time Administrative Assistant

Forward Resume to: jcotter@kidsability.ca

Start Date: August 26, 2024

Children with disabilities, inspired to learn, grow, and build on their potential.

Job Description & Requirements

Reporting to the Principal, through the Executive Assistant, the successful candidate will be responsible for supporting the activities of the administrative staff in the day-to-day operation of the school.

The successful applicant for this Permanent Assignment of Secretarial position will work 4 hours per day, 20 hours per week for the 10 month school year.

Hours of Work: 9:00 – 1:00 p.m.

Responsibilities

- Support the vision, philosophy, policies and procedures of the school;
- Maintain good public relations by interacting positively and professionally with students, staff and parents in a successful and confident manner;
- Handle and maintain confidential information;
- Monitor, order and track materials and equipment required for the school;
- Perform back up payroll duties;
- Fulfill telephone and reception duties;
- Maintain and update the student information system;
- Gather and complete safe arrival documentation;
- Provide assistance to students and staff as required; and
- Perform other duties as required

Qualifications

- Ability to work collaboratively as a member of the administrative team of the school;
- A Secondary School Graduation Diploma;
- Experience in using Microsoft Office products including Word, and Excel in a Windows computer environment;
- Experience and knowledge of Google Docs;
- Excellent interpersonal skills with students, teachers and the public;
- Excellent organizational and time management skills;
- Ability to complete assigned duties with minimal supervision;
- Ability to communicate effectively in both oral and written form;

Email application package to: jcotter@kidsability.ca

We thank all applicants for their interest and wish to advise that only those selected for an interview will be contacted.

KidsAbility School Authority is committed to equity for all students and staff, and to delivering the highest quality education through a qualified workforce that reflects the diversity of the communities we serve.

Upon request, we will provide reasonable accommodations in the hiring process to support applicants with disabilities.