



St. John's Academy

Shawnigan Lake Campus

Receptionist/Office Administrator

Job description

At St. John's Academy Shawnigan Lake, every employee is an active learner committed to personal improvement through meaningful collaboration with professional learning communities. Explicitly for the purpose of supporting holistic student development as described in SJA's mission and values.

St. John's Academy Shawnigan Lake, a secular school located on acres of pristine forest by the lake and at the base of Mount Baldy, provides an innovative approach to education for day students and boarding students. This ideal location provides opportunities for outdoor learning and activities that complement both the Academic and Boarding programs. As well, social-emotional learning is part of our Positive Discipline approach to teaching self-awareness, resiliency, and responsibility.

We are authorized for the IB's Middle Years Program (MYP) and have embraced the IB's teaching philosophy and mission.

We are delighted to be looking for an enthusiastic and passionate **Receptionist / Office Administrator** that will join our team of hard working and caring staff that are united in our commitment to make the world a better place. Located in southern Vancouver Island, our 29-acre boarding school campus is surrounded by fresh air and natural beauty. This position is 35 hours a week, and 30 hours a week during the summer.

POSITION DESCRIPTION

Title: Receptionist / Office Administrator

Start date: August 2022

Reports to: Director of Local Admissions

Collaborates with: Faculty, Student Services, Admissions, Administration, Boarding, Facilities

Remuneration: Competitive salary, opportunities for professional growth

Job Summary: The combined position of Receptionist and Office Administrator creates a full-time position within our school office where you will work to support the needs of teachers, students, guests and office staff.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Customer service skills
- Strong multitasking skills
- Excellent interpersonal, written and oral communication skills
- Adept with technology and software applications such as Microsoft Office
- Ability to establish priorities, organize, schedule and solve problems and tasks.
- Ability to deal with people, and in particular, adolescents, sensitively, empathetically, tactfully, consistently and professionally at all times
- First Aid is an asset

- All new employees are to clear a Criminal Record Review.

RESPONSIBILITIES AND EXPECTATIONS:

- Answer phones
- Checking and distributing incoming mail, taking outgoing mail to the post office
- Keeping office forms up to date and copies printed, such as sign in/out sheets, staff forms, payroll forms
- Putting together student supply packages for new students
- Assist with re-registration
- Assisting the Head of School with any other tasks as needed
- Assisting the office staff with daily tasks

- Assisting students, parents, guests with requests at front counter
- Organize School Events
- Maintain photocopier rooms

BENEFITS:

- Extended health care
- Vision and Dental care
- Life insurance

HOW TO APPLY

Applicants are to provide:

- One-page maximum cover letter
- CV / resume
- Three (3) references
- Verification of qualifications (post-secondary degree and/or other relevant qualifications)

Send application package by email

Job posted: July 13th, 2022

Closing date: July 29th, 2022

Job Type: Full-time, Permanent, 8:30-4:00 Monday to Friday

Applicants are encouraged to apply early, as the school reserves the right to appoint before the closing date. We thank all applicants for their time and will only contact selected candidates.

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