



## Quinte Region Christian Schools ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

### Description of the Task

The administrative support personnel are integral to the implementation of a school's vision and mission and are important members of the staff. It is therefore in the best interest of the school to attract and retain competent, supportive, serving, and committed persons for the tasks.

In addition to the ability to perform the necessary tasks, the very nature of the work also requires that administrative support personnel have a number of "soft" skills.

The administrative support personnel are the support system for the staff and administration. They set the tone of the office and therefore the school. Therefore, the administrative support personnel must demonstrate an ability to create a welcoming atmosphere and serve with a gracious and generous heart.

The administrative support personnel are often the "public face" of the school because they are the initial contact with parents, visitors, and officials. Therefore, the administrative support personnel must demonstrate an ability to deal with the public in a pleasant and professional manner, and maintain a professional appearance in the office area.

The administrative support personnel regularly assist in clerical and administrative tasks that involve interaction among staff, students, administration, and parents. Therefore, it is imperative that the administrative support personnel execute their duties efficiently, with consideration and confidentiality, in order to properly respect the well-being of persons involved.

The opinions, attitudes, and habits of the administrative support personnel often have an impact on the atmosphere in the school. Therefore, the administrative support personnel must demonstrate the ability to be discreet in conversations about the school, its personnel, and policies.

The task of the administrative support personnel is to assist the administrator(s) in the implementation of the goals of Christian education through diligent and efficient execution of the daily tasks involved in the operation of the school. Therefore, the administrative support personnel are responsible to the school administrator for all tasks assigned and must report to him/her regarding the performance of those duties.



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### Essential Skills

There are five broad areas of skill expectations:

- **Christian** – the administrative assistant must share a Christian faith that resonates with the Christian identity of the school and its staff. Given the biblical foundation that the school intends to impart to its students, it is important that the personal faith of the administrative assistant be aligned with and supportive of the Christian mission of the school
- **Compassion** – The administrative assistant must have a compassionate heart for the children with whom he/she engages. The employee must see the child as a unique person, blessed by God and gifted with individual talents and abilities despite limitations.
- **Competence** - An administrative assistant must demonstrate general insight and understanding of managing the front office of an educational institution
- **Communication** – The administrative assistant must be able to communicate effectively with his/her supervisors, school colleagues, parents, students, and the wider community. Understanding and respecting lines of confidentiality and following proper channels of communication is a significant component of this ability.
- **Culture & Chemistry** – The administrative assistant must be able to work collaboratively as a member of the instructional team at the school. The ability to embrace, contribute to, and support the Christian culture in a private school workplace is paramount. Flexibility and a commitment to staff unity are essential skills for continued employment.

### Main Duties

#### Hours of Work

- Regular office hours, as indicated on the contract, Monday through Friday during the school year including the two weeks before and after the school year starts and ends.
- Attend school functions, which may include occasional evening and weekend work, as directed by campus leadership.
- Be available as necessary to share summer mail and office duties of the school, typically one full day per week.
- Services may be required during the school's scheduled holidays if needed to help with the effective functioning of the school.

#### Front Office Duties

- Reception
  - Receiving of guests and parents



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- Answering phones and calling parents
- Helping other staff members or committee members related to their administrative needs (mail distribution, payments, registration, ordering supplies)
- Helping students (first aid, medications, answering questions)
- Management of necessary office procedures, systems, and programs
- General Office
  - Correspondence
  - Preparation and distribution of weekly newsletter
  - Organizing parent/teacher interviews
  - Management of supplies
  - Management of rentals
- Office Administration
  - Working with confidential information such as student files and official forms (Ministry requirements)
  - Preparation and distribution of campus phone directory
  - Maintenance of database arranging supply teachers

### Recruitment/Retention Duties

- Recruitment
  - Targeted marketing and set-up of database related to prospective students/families
  - Assist with open houses/prospective parent events
  - Arranging admissions interviews and acceptance letters
- Admissions & Promotion
  - Managing the production and distribution of materials including newsletters, brochures, information packages