



THE BISHOP STRACHAN SCHOOL

Girls can do anything.

Renowned for its expertise in the particular learning needs of girls, BSS offers a single-gender environment that helps girls achieve their best. Continually reaching forward, renewing itself and keeping time with the fast-paced changes and increasing demands of the complicated world its graduates will face, BSS believes girls can do anything and strives to give them the tools to achieve whatever dreams they conceive.

To support our mission of providing our students with the best educational experience, we strive for excellence in every facet of the organization – including providing a stimulating, creative and lively work environment that attracts the best staff and faculty. If you wish to be part of a leading edge organization where staff love what they do and you have the right skills and attributes, we have the following opportunity:

SENIOR SCHOOL ADMINISTRATIVE ASSISTANT

Reports to: Senior School Office Manager/Assistant to the Assistant Head, Senior School

Summary of Position:

The Senior School Administrative Assistant is a member of the Senior School Office Team and contributes to the efficient day-to-day operations of that office. Reporting to the Senior School Office Manager/Assistant to the Assistant Head, Senior School, the Senior School Administrative Assistant provides administrative and clerical support in a busy, nurturing environment and is able to easily switch from working with basic office routines to more complex administrative responsibilities over the course of the day. This position provides curricular and event-related administrative support to the members of the Administrative Team. As part of the School staff, the Senior School Administrative Assistant works in a procedural, consensus-building manner with faculty, students, parents, and staff in keeping with the School's vision, philosophy and strategic plan.

Specific Accountabilities Include:

- Performs routine administrative functions such as data entry, correspondence preparation, scheduling, intranet postings, mailings, shredding, mail, faxes, filing, maintaining electronic and hard copy files
- Performs more complex administrative functions such as creating and editing manuals, reports and other project-based assignments with the Senior School Office Manager
- Provides administrative support such as electronic calendar maintenance, filing and preparing correspondence, disseminating and collecting curriculum and course of study documents and working with faculty to proof and edit final documents, as well as, event-related support to members of the Administrative Team
- Acts as liaison with a textbook company under the direction of a vice principal, problem-solving where necessary
- Covers main reception area, including security, meeting and greeting guests and the BSS community in person and over the phone, as part of a rotation
- Oversees the office resources
- Participates in Administrative Support Meetings
- Performs other related responsibilities as required.

Skills, Experience and Attributes

- Minimum 3-5 years' experience in a fast-paced, multi-faceted office
- Experience in an educational environment, preferably within the independent school system is an asset
- Proven strength in Microsoft Office with particular emphasis on Outlook, Excel and Word
- Competence in the effective use of databases– knowledge of Blackbaud is an asset.
- Familiarity with intranet posting
- Keen interest and understanding of evolving technologies and office protocols
- Excellent interpersonal skills including strong verbal and written communication skills
- Strong organizational and time management skills
- Proven ability to take initiative, multi-task, work under pressure, problem-solve and handle confidential information
- Ability to grasp the “overall picture” of the various ongoing school events
- Effective team player; and ability to work independently
- A high degree of comfort with change
- Sense of humour

Interested applicants should forward cover letter and resume to **Human Resources at The Bishop Strachan School** by email to careers@bss.on.ca indicating **Senior School Administrative Assistant** in the subject line.

*We thank all candidates in advance.
We will, however, contact only those selected for an interview.
We are an Equal Opportunity Employer
Visit us at www.bss.on.ca*