



Posting Date: January 20, 2023

Island Catholic Schools
Invites applications for:

**One (1) School Front Office Staff at
Queen of Angels School in Duncan
(approximately 27 hours per week)
Start date: As soon as possible**

Administrative support required for a K-9 Catholic elementary/middle school (approximately 225 students). Preference will be given to candidates with the following qualifications and skills:

- Commitment to Catholic Education
- Identification with and participation in the life of a Catholic parish
- Ability to assist in providing a safe and positive environment for students
- Successful administrative assistant experience in a school setting
- Knowledge and competency with all aspects of Microsoft Office
- Working knowledge of basic accounting principles
- Knowledge and competency with MyEd student data management systems (an asset)
- Good command of written and spoken English
- Ability to work well with children, parents, colleagues, and administration
- Ability to be confidential and to use discretion when dealing with confidential matters
- Excellent communication and interpersonal skills
- Excellent time management and organizational skills
- Welcoming, professional, courteous, loyal, discrete, and self-motivated
- Commitment to fully embrace involvement in the life of the school
- Basic First Aid and CPR Certificate

Please provide:

- Cover letter and resume
- Support Staff Application form
- Photocopy of post-secondary transcripts or certificate
- Copy of most recent Performance Report
- Photocopy of marriage certificate (if applicable)
- If Catholic, please submit Pastor Reference form and photocopy of Baptismal Certificate

Support Staff Application Form and Pastor Reference Form available on website:

<https://cisdv.bc.ca/employment-opportunities/>

Only short-listed applicants will be contacted.

For further information contact:

Mrs. Kathy Korman, Principal
250-746-5919

Applications should be forwarded to:

Island Catholic Schools Office
Attention: Superintendent
#1-4044 Nelthorpe Street, Victoria, BC V8X 2A1
schools@cisdv.bc.ca

Application deadline: Until position is filled.