

Posting Date: September 8, 2023



Island Catholic Schools
Invites applications for:

**One (1) Temporary Administrative Assistant at
Queen of Angels School in Duncan
Monday to Friday - 7.5 hours per day
Start date: Immediately**

Administrative support is required for a K-9 Catholic school (approximately 245 students). Preference will be given to candidates with the following qualifications and skills:

- Commitment to Catholic Education
- Commitment to fully embrace involvement in the life of the school
- 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 skills
- Knowledge and competency with student data management systems (MyEd 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
- Basic First Aid and CPR training (an asset)

Please provide:

- Cover letter and resume
- Support Staff Application Form
- Photocopy of Education Assistant certificate and/or transcripts
- Recent evaluation report from recent employer
- 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:

Mr. Brian Untereiner, Principal, Queen of Angels School
Email: buntereiner@cisdv.bc.ca Phone: 250-746-5919

Applications should be forwarded to:

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