

EXECUTIVE ASSISTANT TO THE PRINCIPAL

The Saints Academy

Beverly, Massachusetts

Job Details

Job ID: 3985073

Application Deadline: Posted until Filled

Posted : July 31, 2022

Starting Date: August 22, 2022

Job Description

The Saints Academy is PreK-8 Catholic school. We are committed to upholding the tradition of a rigorous and supportive academic, spiritual, and social program for students. We are looking for people who are excited to be with us.

Job Goal: To provide efficient and effective support to the Principal and to ensure a highly functioning Main Office

REPORTS TO: Principal

JOB FUNCTION (Full-Time):

Perform a wide variety of clerical and secretarial duties to organize, coordinate and schedule school office activities; assist the Principal of the school in routine administrative tasks; perform public relations and coordinate communications between school personnel, parents, students, and the general public.

Primary person in the reception of guests in person and includes the answering and routing of telephone calls.

Implements security protocols in buzzing visitors through the front door.

Provides efficient office administration to the school principal through the performance of administrative tasks.

Keeps the principal informed, and assists and works cooperatively with the principal in school-related matters.

Arrange substitute coverage.

Sort and route mail to appropriate recipients within the school.

Order and dispense school supplies, as requested.

Maintains high standards of confidentiality and accuracy.

Acts as liaison for parents and other community members for the school.

Assists parents/community members in finding answers to questions.

Cooperates with other school personnel regarding the custodial and maintenance operations of the school building and grounds and such related services as cafeteria and transportation.

Assists Principal in fire and other emergency drills as required by law.

Maintains a high level of personal integrity, confidentiality, and a strong work ethic.

Performs other duties and assumes such other responsibilities that may be assigned by the Principal or as required by law, code, regulation, or Catholic School Office policy.

Position Type: Full-time

Positions Available: 1

*Job Categories : Support Staff > Administrative Assistant
Support Staff > Receptionist
Support Staff > Secretary*

Equal Opportunity Employer

The Archdiocese of Boston does not discriminate in employment opportunities or practices (consistent with those religious exemptions provided in statutory and constitutional law) on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Job Requirements

- *Excellent interpersonal and communication skills*
Education typically gained through attainment of Associates Degree or higher
Must be extremely organized, detail-oriented, and able to maintain confidentiality.
Must have well-established communication skills and the ability to share information and resources appropriately.
Willing to adjust to the changing needs of the school, with the flexibility to meet those work needs and demands. Thorough ability to work on several tasks.
Must be a self-starter and have the ability to work with minimal supervision and direction.
Must be able to work cooperatively with others to achieve common goals.
Must have a general pleasant demeanor and a respectful attitude towards employees at all levels of the school.
Working knowledge of office applications including Word, Excel, Google suite, Microsoft Teams, and FACTS.
- *At least 3 years of relevant experience preferred*
- *Citizenship, residency or work visa required*

Contact Information

Kelly Fernald , Principal
111 New Balch St.
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Phone: 9789220048

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