



Leaders in Learning. Connected in Christ.

NorthStar Academy invites applications for a **temporary, part-time school secretary/receptionist.**

NSA is an alternate status Grade K-12 online and home education school, focusing on the growth of Christian faith in students and staff.

The successful candidate will be responsible for managing the front desk operations and providing administrative support to the school. You will be the first point of contact for parents, staff, and visitors and will be required to provide excellent customer service while performing various administrative tasks.

Key responsibilities:

- Greet and welcome parents, staff, and visitors.
- Answer incoming calls and direct them to the appropriate person.
- Respond to emails and other correspondence in a timely and professional manner
- Manage the school's attendance system.
- Provide administrative support to various school departments and staff.
- Create and maintain spreadsheets, documents, and presentations using Microsoft Office and G Suite applications.
- Other duties as assigned.

Requirements:

- High school diploma or equivalent required, Post-secondary diploma in a recognized administrative assistant program preferred
- Prior experience as a receptionist or administrative assistant preferred.
- Proficiency with Microsoft Office and G Suite applications
- Experience with PowerSchool or other student information systems preferred
- Excellent verbal and written communication skills
- Strong organizational and time-management skills
- Ability to maintain confidentiality and handle sensitive information appropriately

- Excellent customer service skills and professional demeanour

If you meet the qualifications listed above and are interested in this opportunity, please submit your resume and cover letter for consideration to:

Angela Paine  
NorthStar Academy, Associate Principal  
[angela.paine@nsaschool.ca](mailto:angela.paine@nsaschool.ca)

Applications received prior to **8:00am on Monday, April 17th** , are assured careful consideration. Only those applicants short-listed will be contacted.

We thank all applicants who have applied for their interest in NorthStar Academy.