

# Job Description

**Job Title:** Administrative Assistant

## **Role/Position Scope:**

The Administrative Assistant is responsible for supporting the daily administrative operations of Landmark East School and helping ensure the school runs in an organized, efficient, and welcoming manner. This role serves as a central point of coordination for communication, scheduling, records management, and front office operations, supporting students, staff, families, and visitors.

In this role, you are often the first point of contact for parents, students, and visitors and therefore play an important role in creating a welcoming, professional, and supportive environment that reflects the values of Landmark East School. The Administrative Assistant supports school leadership and staff by coordinating office operations, managing correspondence, maintaining student records, assisting with scheduling and events, and ensuring the smooth day-to-day functioning of the school office.

This person plays an important behind-the-scenes role in supporting the overall student and family experience and contributes significantly to the smooth and professional operation of the school. The Administrative Assistant reports directly to the Head of School.

## **General/Global Responsibilities**

1. Contribute to the maintenance of the integrity of the Landmark East School vision and mission brand.
2. Understand the mission and vision of Landmark East School.
3. Respect the dignity and rights of all students always.
4. Interact professionally and positively with parents, students and staff.

## **Key Responsibilities:**

1. To answer all phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image of the school
2. Respond to internal and external inquiries in person, by phone and by email and/or to re-direct calls as appropriate and take messages when required
3. To forward requests for information and messages to the appropriate individuals
4. To maintain school's general voice mail system (updating messages when necessary)
5. To greet all incoming students, families and guests respectfully and professionally
6. To process incoming/outgoing mail, faxes, couriers, etc. (including student mail)
7. To maintain an adequate inventory of office supplies
8. To maintain adequate photocopier supplies (toner, paper, etc.) and call technician as required
9. To maintain confidential student files and general office files
10. To maintain security of Administration Office and its contents, including but not limited to the monies in the safe
11. Generate and maintain annual Student Directory
12. Generate and maintain the daily attendance record
13. Generate and maintain email distribution groups (parents, staff and boards, etc.)
14. Create and maintain student and staff lists
15. Set up and maintain admissions files
16. Prepare admissions documents including acceptance letters and student enrolment contracts

17. Complete yearly Private School Report form for Department of Education
18. Update changes to the yearly school calendar
19. Prepare high school transcripts and respond to requests for transcripts from current and former students
20. Prepare high school diplomas
21. Prepare necessary documents for closing ceremonies
22. Daily, sort and open mail, re-directing where appropriate
23. Pick up mail from the Wolfville post office
24. Set up and “Roll over” the report cards with each new reporting period; send these out to teachers
25. Complete a final edit of the report cards for grammatical and formatting consistency
26. Email report cards to parents
27. Protect student report cards after they have been emailed to parents
28. Make the individualized teacher and student schedules once the master timetable has been created
29. Set up IPP documents
30. Update the Student Directory and Profile Data document, including a link to student files, reports, learner profiles, adaptation document, and adding other details to the student directory and profile data as needed
31. Keep a record of substitutes for teacher’s absences in the binder
32. Print out any relevant documents for the substitute as emailed by the teacher
33. Inform the Department of Education when there is a change of teaching staff
34. Organize and schedule Online and in Person Parent Teacher interviews
35. Create job postings as needed
36. Maintain documents associated with board meetings, AGM, etc. associated with the Landmark East Foundation and the Landmark East Association
37. Send board meeting notes to the appropriate committees in advance of the Landmark East Foundation and the Landmark East Association meetings

### **Rental of Facilities**

38. Manage all bookings for school facilities (classrooms, meeting rooms, and rental rooms)
39. Maintain the master facilities calendar and scheduling system
40. Respond to rental inquiries from community groups and organizations
41. Prepare rental agreements and confirm bookings
42. Ensure spaces are prepared and accessible for renters
43. Coordinate opening/closing schedules with maintenance staff
44. Handle cancellations, changes, and scheduling conflicts
45. Act as the main point of contact for community users
46. Ensure renters understand facility rules and expectations
47. Perform any other duties as assigned by the Head of School

### **Qualifications and Experience**

- Post-secondary education in office administration, business administration, education, or a related field
- Previous experience working in an administrative or office support role
- Experience working in a school environment or with children and families is considered an asset
- Strong organizational, time management, and administrative skills
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office, Google Workspace, and database systems
- Ability to manage confidential information with discretion and professionalism
- Ability to prioritize tasks and manage multiple responsibilities in a busy environment
- Strong attention to detail and accuracy
- Ability to work both independently and as part of a team

**The Successful Candidate Will Be:**

- Friendly, welcoming, and professional with students, families, and visitors
- Highly organized and detail-oriented
- Calm, flexible, and solution-oriented in a busy school environment
- A strong communicator who can interact professionally with staff, students, and parents
- Proactive and able to anticipate administrative needs
- Reliable, dependable, and consistent in their work
- Comfortable managing multiple tasks and changing priorities throughout the day
- Discreet and professional when handling sensitive information
- A team player who enjoys supporting others and contributing to a positive school environment