



# HURON-PERTH CATHOLIC

## District School Board

### Casual Office Assistant Position

The Casual Office Assistant reports to the Principal, and works collaboratively with the principal, teachers and other school personnel to ensure efficient school operations. The Casual Office Assistant provides general office and administrative support to the school, maintains student attendance records and responds to general office inquiries. Casual Office Assistants are scheduled on an as-needed basis, Monday to Friday, with an hourly wage of \$26.22 per hour plus 4% in lieu of vacation pay effective September 1, 2025.

#### KEY RESPONSIBILITIES:

- Provides secretarial and administrative services for the Principal and staff.
- Acts as receptionist ; greets and assists students and onsite guests.
- Records student attendance and follows up on absentees; records staff absences.
- Maintains office records.
- Maintains an adequate inventory of office and general supplies.
- Acts in a manner consistent with the professional requirements related to all aspects of their work.

#### QUALIFICATIONS

- A minimum of a one (1) year college diploma in Office Administration or related field is required.
- A minimum of two (2) years of related office administration experience is required
- School Board experience is considered an asset.
- Strong organizational, communication and interpersonal skills.
- Demonstrated proficiency in Google Workspace, Navision, Microsoft Office Products, internet and email.
- Ability to maintain strict confidentiality and discretion.

#### If you are interested in this position:

Individuals wishing to apply for a Casual Office Assistant position are asked to submit their application through Apply To Education. You may submit a hard copy application package to the Catholic Education Centre, however Apply to Education is the preferred method.

#### ABOUT US:

The Huron-Perth Catholic District School Board (the Board) has nurtured the development of students and families since 1847. We honour the covenant between the school, home, and parish to embrace shared leadership and the wellness of the students entrusted to our care. Located in mid-western Ontario, the Board encompasses historic Goderich and Grand Bend along the Lake Huron shoreline with Exeter, Ontario and the rich productive agricultural land of several small rural communities. The Eastern boundaries of our school system encompass the beautiful towns of Listowel, Mitchell and St. Marys, Ontario and numerous beloved rural communities in between.

The Huron-Perth Catholic District School Board welcomes 4,600 students with progressive teaching and learning strategies and the best possible resources for achievement. The Huron-Perth Catholic District

School Board is fervently committed to high standards for achievement in teaching and learning. We are very proud of the quality of instruction within all schools and our commitment to inclusive learning spaces that provide differentiated opportunities for growth and development.

*Please note that only those applicants selected for an interview will be contacted.*

*Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if you require accommodations at any time throughout the application process, please contact the Human Resources Department 519-345-2440 or via email at [hr@huronperthcatholic.ca](mailto:hr@huronperthcatholic.ca) prior to the posting closing date so that appropriate arrangements can be made.*