

Full Time Administrator Position

Private Junior Kindergarten School for Early Learning – Licensed as Group Care

We are a private Junior Kindergarten School located in Langley City Centre, scheduled to open in March 2021, looking for an Administrator with a passion for working with staff, families and the surrounding community. We are seeking quick thinking, confident, self-motivated, organized, and friendly personalities.

Very competitive salary paid bi-monthly, plus medical/dental benefits, meals, tuition discount for your children, and professional-development days.

About Us:

We offer a full day early learning program designed for children between one and five years of age. Our program features an enriched curriculum consisting of core subjects, such as reading and writing with a combination of fine arts including drama and yoga, providing children with the freedom to learn and grow through creative exploration and play.

Our program has a reputation of highly developing a child's intellect and delivering the finest start in education, arts and the humanities. Our full day early learning and junior kindergarten programs at our schools are far beyond the typical childcare programs found throughout Canada.

Qualifications:

- Experienced in a pre-school or childcare setting
- Familiar with current BC Licensing Regulations
- Must have knowledge of MS Office (Word & Excel)
- Excellent communication (written & verbal) and organizational skills
- Ability to prioritize and to exercise time management



Responsibilities:

The Administrator is the staff member who coordinates all administrative duties including, but not limited to: handling of documents, parent requests, record keeping, updating school documents as needed, updating student files and other files, ordering of general supplies (not classroom supplies), distribution of general parent correspondence, and so on.

The Administrator is responsible for contacting families to request any outstanding post-dated cheques and contacting families to request immediate payment of any outstanding unpaid invoices.

The Administrator is also responsible for:

- Adjusting the records and producing new invoices upon receipt of schedule change request forms
- Regularly Depositing Receivables
- Processing and organizing all post-dated payments
- Processing subsidies when applicable

The Administrator also coordinates and oversees admissions to our school, including but not limited to, inquiries, tours and registration of all students and families. The Administrator coordinates the entry of new students as well as their individual schedule and upkeep the student layout. The Administrator acts as a liaison between volunteer parents and the Principal during the preparation for a school event or at any other times.

If you are interested in applying for this position, please submit your cover letter and resume to langleycity@cefa.ca.

