



Surrey - Guildford

We are looking for an Administrator with a passion for working with families and staff, and who will also work collaboratively with the Principal.

About CEFA

The CEFA educational system at Core Educational & Fine Arts (CEFA) Junior Kindergarten is one of today's leading approaches to educating young children. Its rich academic content is designed to stimulate the child in many different ways, to optimize the natural development of the child's brain. This wonderful approach facilitates learning experiences for children in areas such as mathematics, reading, writing, drama, science, visual arts, music, yoga and many more. It is based on the belief that children must be given the opportunity to learn and exercise their intellect in various forms, such as the expression of their creativity, reasoning, and sequential thinking. In the CEFA environment, children have ample time to learn, play and express themselves in creative ways.

Responsibilities

Often the Administrator is the first contact a person has with the school and has to be knowledgeable and represent the school well. This position requires the full understanding and active participation in fulfilling the mission of CEFA. Duties include but are not limited to:

- Keeping the school and office organized and managed efficiently, ordering supplies.
- Answering telephone calls and responding to specific requests
- Conducting tours for parents, new registrations, and entry of new students
- Organizing school events, parent meetings and celebration of occasions for staff and children
- Sending routine and non-routine correspondence to families
- Maintaining the confidentiality of families (account statements, student information)
- Updating student files and documents
- Adjusting records and invoicing, processing payments and subsidies when applicable
- Assisting the Principal with administrative duties related to the school (maintaining files, parent requests, scheduling family interviews)
- Overseeing the Kitchen (ensuring menu meets nutritional standards, reviewing budget, evaluating Cook)

Requirements

- Must hold a current ECE, ECE IT or ECEA certification.
- Successful candidates will be punctual, well spoken, efficient, discreet and pleasant on the telephone and in person.
- Must have knowledge with computer systems and software used at CEFA (MS Office).
- Excellent communication skills – written and verbal
- Time management and organizational skills
- Familiar with BC Licensing Regulations
- Experience in a childcare or junior kindergarten setting

Benefits provided

- Daily am snack, lunch, and afternoon snack provided
- 5 sick days
- Full medical benefits after 6 months
- 4 weeks vacation
- Professional development days
- Birthday gift card

Job Types: Full time, permanent

Salary: \$18.00-\$20.00 per hour

To apply

Interested applications should email resume to : guildford@cefa.ca

