

Espirito Santo School
Fall River, MA
Administrative Assistant

Espirito Santo School, located in Fall River, MA is seeking an administrative assistant. The individual would be responsible for duties of managing a school office. This person would report directly to the school Principal.

Candidates with experience working in a school environment is preferred. Familiarity with computers and related software is essential. Candidates should be committed to excellence, team collaboration and must also be able to support the mission of a Catholic school. Ability to speak Portuguese is preferred.

Job Title: Administrative Assistant

Job Summary: To manage the operation of a school office and to support the mission of the Catholic school. Work is performed under the supervision of the Principal.

Essential functions of the job may include but are not limited to the following:

- Greet all guests entering the office area and communicate with a variety of individuals and groups, including immediate supervisor, co-workers, other school administrators and staff, district administrators and staff, parents/guardians, students and the general public.
- Refer guests to appropriate offices or school personnel.
- Answer telephone and email requests, and receive/deliver messages.
- Record school absences, follow up on student absences as needed, process daily attendance and lunch counts.
- Assist School Principal with student enrollment process, as directed.
- Enter & update student and employee contact information with SIS system.
- Maintain appearance of school office.
- Respond to inquiries and requests for information and assistance from school/district personnel, students, parents, and the general public; provide copies of printed informational materials as requested.
- Process and deliver incoming mail to appropriate school personnel.
- Process payments of bills, processing of tuition payments, and other related financial duties.
- Assist with new registration process as directed by the School Principal.

Other functions of the job include but are not limited to the following:

- Update and transfer yearly academic permanent records and transcripts for all students.
- Perform all bookkeeping duties as required to maintain accurate school accounting procedures.
- Collects, receipts, records and deposits various school revenues; prepares billing invoices as required, maintains individual accounts as assigned, including pupil activity accounts.
- Prepare records for internal/external audits.
- Other school related duties, as directed by the School Principal.

Terms of employment: Full-time position, 40 hours per week, full year.

Candidates should submit a letter of interest and resume to:
Andrew J. Raposo, Principal, via E-mail ARaposo@es.dfrcs.org

If contacted for an interview, candidates will also be asked to submit 4 letters of reference, and—if offered a position—candidates will need to supply a Pastor's or Priest's certification of an active and appropriate faith life and successfully complete a Criminal Background Check including fingerprinting.

References should speak to the candidate's ability; he/her eagerness and enthusiasm in working effectively with capable young people at this level; and to his or her ability to work collaboratively with adult colleagues.