



# ST. JOHN'S ACADEMY

## SHAWNIGAN LAKE

Part-Time Receptionist

2.6.2026

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### **JOB DESCRIPTION**

We are currently seeking a Part-Time Receptionist to join our Office Team! The successful candidate will be a keenly motivated person with a positive attitude towards working as a team to provide a safe environment for our students.

Located in southern Vancouver Island, our 29-acre boarding school campus is surrounded by fresh air and natural beauty. St. John's Academy Shawnigan Lake, situated on a pristine location between the shores of Shawnigan Lake and the base of Mt. Baldy, provides an innovative approach to learning for both day and boarding students.

### **POSITION DESCRIPTION**

**Reports to:** HR & Operations Manager

**Remuneration:** \$21.00 - \$23.00/hour (dependant on experience), with a set schedule of each Wednesday & Friday from 8:00am – 4:30pm, meals provided when on shift

### **Qualifications:**

- Customer service skills
- Strong multi-tasking skills
- Excellent interpersonal, written and verbal communication skills
- Adept with various technology and software applications
- Able to physically manage the requirements of the position
- Ability to establish priorities, organize, schedule and solve problems and tasks
- Ability to deal with people, and in particular, adolescents, sensitively, empathetically, tactfully, consistently and professionally at all times
- A valid First Aid certificate is an asset
- Neat, well-groomed appearance
- Criminal Record Check (required and paid for by Employer)

### **Duties include, but are not limited to:**

- Answer phones
- Tracking student attendance in Managebac
- Ensure the Main Office is kept tidy, organized and free of clutter
- Checking and distributing incoming mail, taking outgoing mail to the post office

- Keeping office forms up to date and copies printed, such as sign in/out sheets, staff forms, payroll forms
- Support the School Nurse, and assist students with minor ailments
- Assist the Head of School with creation of School Calendar, and ongoing maintenance of the School Calendar throughout the year
- Assisting with uniform fittings, as needed
- Assisting the Head of School and other office staff with daily tasks, as required
- Assisting staff, students, parents, and visitors with requests at the Main Office

**Applicants will need to provide:**

- One page maximum cover letter
- CV / resume
- Two (2) references
- Submit application package to [hr@sjasl.ca](mailto:hr@sjasl.ca), or drop off in person, attention to Rachel Quesnel.

**Application deadline:** February 27<sup>th</sup>, 2026. \*We reserve the right to close early if we find the right candidate.

**Expected start date:** As soon as possible

**Job Type:** Part-time, Contract

*At St. John's Academy Shawnigan Lake, we're passionate about creating an inclusive workplace that promotes and values diversity. Creating an environment where everyone, from any background, can do their best work is something we take pride in.*