



Senior School Administrative Assistant Permanent Full-Time

About Sacred Heart School of Halifax

A top independent school in Atlantic Canada, and one of Nova Scotia's only Catholic schools, Sacred Heart School of Halifax has been teaching the whole child — mind, body, and spirit — for over 176 years. Our iconic campus in the heart of Halifax offers a Diamond Model of education: co-ed in JP-Grade 6, single-gender in Grades 7-9, and co-ed in Grades 10-12. With a network of schools around the world, a rich and proud history, and a strong and unique set of core values, we offer not just an education but an experience that is unparalleled in this region. Sacred Heart School of Halifax is proudly accredited by Canadian Accredited Independent Schools (CAIS) and the Sacred Heart Commission on Goals (SHCOG). Visit us at www.shsh.ca.

About the Role

We are seeking an Administrative Assistant to the Senior School on a permanent, full-time basis. This position provides comprehensive administrative and organizational support to the Senior School Principal and the school community. This role ensures the smooth operation of the principal's office by managing communications, appointments and meetings, coordinating events, handling correspondence, maintaining records, and assisting with daily administrative tasks. The Administrative Assistant is knowledgeable about school policies and procedures, works collaboratively with the Senior School faculty, staff and parent community in the daily functioning of the school, and shares our School's vision of excellence in education as embodied in the [Goals and Criteria of Sacred Heart Education](#).

Primary Duties

- Communicate and collaborate with the Principal and Vice Principals to manage the daily operations of the school.
- Manage Financial tracking include cheque requisitions, receipt submissions, mastercard purchases, reconciliations.
- Plan a yearly calendar and manage meeting requests for the Principal.
- Prepare a risk management report for field trips.
- Book immunizations for grade 7 twice a year.
- Update school subscriptions.
- Book school pictures and grad photos including retakes.
- Management daily attendance for students.
- Attend annual events associated with the start and end of the school year, parent-teacher conferences, Prize Days, and similar events, in partnership with the Principal.
- Prepare and manage clear, proactive, and responsive communications for teachers and parents in collaboration with the Principal.

- Manage student data related to medical information, enrollment, attendance, course assignments, course selection and more.
- Generate report cards and manage parent teacher conference booking software Pick a time.
- Administer first aid to students and requests to call home.
- Manage faculty mailboxes.
- Manage transcript requests and transcript generation
- Manage supplies for the office, classrooms, staff room, First Aid, and other areas.
- Execute Principal-approved spending for teachers, office, staff room, etc.; manage SS petty cash and track expenditures.
- Manage Filing for student records, confidential files and office documents.
- Responsible for event planning and hospitality, including student transition evenings, grade 9 celebration, Pre prom, prom Graduation and Prize days.
- Responsible for exam preparation, including supply ordering, bin placement in the principal's office, exams cover sheets and envelopes and filing and storage.
- Collaborate with the Parents' Guild on projects and communications.
- Attend staff meetings and record minutes and provide snacks.
- Manage catering arrangements for meetings and events.
- Participate in committee work as needed.
- Manage student charges.
- Manage Textbook and Academic Equipment Order.
- Carry out other tasks as assigned by the Principal such as attending meetings to take notes.

The ideal candidate will have:

- Diploma or certificate in Office Administration, Business Administration, or a related field; post-secondary education is an asset.
- Five years of administrative experience, preferably in an educational or school environment.
- Strong organizational and multitasking skills to manage diverse duties, including scheduling, communications, event coordination, and record keeping.
- Proficiency with office software (e.g., Microsoft Office Suite, Google Workspace) and databases for managing student information and school records.
- Experience handling confidential information with discretion and professionalism.
- Excellent written and verbal communication skills for collaborating effectively with principals, teachers, parents, and external partners.
- Ability to manage budgets, petty cash, and purchasing processes accurately.
- Familiarity with school policies, procedures, and the rhythm of the academic year, including events like parent-teacher conferences.
- Ability to work independently and as part of a team, demonstrating flexibility and a positive attitude.
- Willingness to participate in committees and contribute to the broader school community.
- A clear and active commitment to the [educational philosophy of Sacred Heart Schools](#).

Interested applicants should send their résumé accompanied by a cover letter to careers@shsh.ca. The deadline to apply is **May 17, 2026**. Only candidates selected for an interview will be contacted.

We offer:

We offer a competitive salary, a comprehensive benefits package, including health and dental insurance, RRSP, and a wonderful work environment.

We encourage applications from Indigenous People, African Nova Scotians, and other racially visible persons, persons with disabilities, and women. If you are a member of one of these equity groups, you are encouraged to self-identify in your cover letter or resume.

Conditions of Employment:

The successful candidate will be required to complete a Criminal Background Check, Vulnerable Sector Check, and Child Abuse Registry Clearance, in addition to a reference check.