We are seeking an energetic and enthusiastic person to lead our Academic Support - Administration Team! Working at The Bishop Strachan School is challenging, exciting and rewarding. It’s also a lot of fun. This is the place to be if you value forward-thinking leadership and enthusiastically embrace a global perspective.

We offer the opportunity to join an exceptional community of professionals and contribute meaningfully to the education of tomorrow’s transformational leaders. As an employer, we focus on building and developing our employees to be the very best at what they do. We offer competitive compensation, a variety of benefits and supports, and a thought-provoking and inspirational environment.

If you’re looking to challenge yourself and be a leader in girls’ education, we invite you to explore a career with BSS.

Summary of Position
The Administration Lead oversees and coordinates the day-to-day operations of the main academic administration roles across the School. Reporting to the Principal, Senior School, the Administration Team Lead leads a culture of exemplary customer support in a busy, efficient environment, and can easily switch from office routines to complex administrative responsibilities over the course of the day. The academic support roles are accountable to this position to ensure consistency of practice, a proactive roster of coverage, and to help develop skills and capacities to be able to provide strong administration support across the academic teams. This is a highly collaborative role, working across the Junior, Middle, and Senior Schools. This role also supports the Principal, Senior School with calendar management, project administration and day to day operations. The Administration Team Lead works in a procedural, consensus-building manner with faculty, students, parents, and staff in keeping with the school’s vision, mission, and values.

Specific Accountabilities
- Develops and maintains the year-long critical path for the Junior, Middle, and Senior School administrative workflow, along with documenting related procedures
- Develops, shares, and monitors a coverage schedule for all academic administration roles
- Conducts weekly check-ins with academic administration team members to coach and provide support and/or develop skills and professional learning opportunities
- Coordinates and oversees the academic administration team, assigning duties, managing the reception coverage roster, ensuring portfolios are well maintained, overseeing the workflow, and ensuring cross-training is completed amongst the team
- Ensures all academic administrative team members are trained to effectively use Google Workspace, Microsoft Office, Rendezvous and myBSS
- Ensures Senior School communication to faculty, students and parents is timely and efficient (News You Can Use, Senior School Bulletin, myBSS push pages, other communication)
- Oversees the attendance process
- Leads the Senior School academic administration in school opening and closing, communicates with the Senior School Principal and Vice Principals regularly and takes part in the planning meetings
- With the Senior School academic administration team, tracks the annual Student Information Forms (SIF)
- Works with the appropriate Senior School Leadership to ensure the accurate and timely production of communications including:
  - online Senior School Handbook
  - Senior School News You Can Use
  - Senior School Bulletin (weekly)
  - myBSS postings and updates
- Processes and provides risk management oversight for all Senior School Level 1 excursions
- Contributes to the Staff Growth and Evaluation process for the academic administration roles, including professional development opportunities and skills development
- Embeds diversity, equity, inclusion, and belonging values into all activities
- Is committed to the Staff Growth and Evaluation Process
- Participates in professional learning and growth
- Provides back-up support and assistance to all the academic admin support staff

Skills, Experience and Attributes
- Prior supervisory/oversight experience required with proven leadership skills
- Post-secondary education, college diploma or other academic training equivalent in the areas of administration, management considered a strong asset
- Culturally competent with a positive attitude toward cultural uniqueness and a readiness to accept and respect others
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment
- Experience in an educational environment, preferably within school system is an asset
- Proven strength in Microsoft Office and Google products with particular emphasis on Excel and Word, Gmail and Google Calendar
- Competence in the effective use of databases – knowledge of Blackbaud is an asset
- Familiarity with intranet posting
- Keen interest and understanding of evolving technologies and office protocols
- Excellent interpersonal skills including strong verbal and written communication skills
- Strong organizational, time management and customer service skills
● Proven ability to take initiative, multi-task, work under pressure, problem-solve and handle confidential information
● Confidence with providing and receiving feedback

Core Competencies
Demonstrated ability and commitment to the Core and Leadership Competencies at BSS:
● Respect and care
● Trust and integrity
● Collaboration
● Flexibility and adaptability
● Initiative
● Community focused
● Communication

Leadership Competencies:
● Managerial courage
● Champion change
● Build and develop effective teams
● Strategic planning and alignment

Why Work at BSS?
We value the willingness to take risks in order to learn and grow - and not just for our students. At BSS, you have the opportunity to immerse yourself in an unparalleled setting, with access to innovative tools, support and resources, so you can pursue ongoing professional learning, whatever your role. BSS offers a competitive total compensation package that includes:
● Extensive health and dental benefits package
● Our administration participate in our robust pension plan with up to 8% match
● Lunches provided with a taxable benefit
● Discounted tuition for eligible staff
● Use of on-site fitness center
● And a chance to be part of a great community!

BSS Values Diversity:
BSS is committed to fostering an inclusive, diverse and respectful environment. We believe that diversity in our school fosters a rich, inclusive and creative environment. We are actively engaged in building a more diverse school and encourage all qualified applicants to apply.

How to Apply:
Interested applicants should forward a cover letter and resume to careers@bss.on.ca indicating Administration Lead in the subject line. For more information about BSS, please visit our website at www.bss.on.ca

We are committed to providing an accessible experience and an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact the Executive
Assistant, Human Resources and Finance at 416-483-4325, ext. 4207 or by email at careers@bss.on.ca. All information received in relation to accommodation will be kept confidential.

Please note, we have a mandatory COVID-19 vaccine policy in place for employees, unless official documentation of a human rights exemption is provided and can be accommodated.

We thank all candidates for their applications; however, only those selected for an interview will be contacted.