



Airdrie Christian Academy

Whatever you do, do it all for the glory of God.
1 Corinthians 10:31

Mission: "We are called by Jesus Christ to advance God's Kingdom by educating and training His children to personally know, love and serve Him."

Position: Receptionist

Job Type: Full Time, Temporary

Start Date: August 17, 2026

Position Summary:

At Airdrie Christian Academy (ACA), our mission is to disciple generations for Christ. We are seeking a dedicated and organized Office Assistant to join our team. This role is essential in ensuring the smooth operation of our school office and involves supporting school leadership, staff, and families.

Key Responsibilities:

- Greet visitors, parents, and students with warmth and professionalism, assisting with inquiries and directing them to the appropriate staff member.
- Assist and attend to students needs
- Manage incoming calls and respond promptly and professionally to emails from staff and parents.
- Track and maintain daily student attendance records accurately following school policies.
- Provide administrative support to school leadership, teachers, and staff, including scheduling meetings, drafting correspondence and preparing reports.
- Manage volunteers through Plan Hero
- Monitor school access through surveillance systems and ensure campus security protocols are followed.
- Assist with the coordination of school events, meetings, and activities.
- Maintain the bus booking schedule for field trips.
- Support finance team with fee collection and process.
- Order inventory of office and school supplies and oversee food/snack supplies.
- Support first aid compliance requirements along with other Occupational Health & Safety and emergency preparedness (fire drill and lockdowns) procedures.

Qualifications:

- Aligned with the mission and vision of Airdrie Christian Academy.
- Strong commitment to Christian education; comfortable with sharing devotions on Christian teachings.
- Minimum of 3 years work experience in a school office environment.
- High school diploma or equivalent; post-secondary administrative training is an asset.
- Experienced with PowerSchool, School Engage and other school related software
- Proficiency in Google Suite (Docs, Sheets) and familiarity with office technology.
- Exceptional organizational and multitasking skills with attention to detail.
- Strong verbal and written communication skills.
- Able to work collaboratively and independently in a fast-paced environment.
- Capable of handling confidential information with discretion and judgement.
- Ability to lift and carry up to 25 kilograms occasionally.
- A friendly and approachable demeanor with a focus on excellent customer service.

Hours of Work:

- Office hours: Monday to Thursday, 8:00 am – 4:30 pm and 8:00 am - 3:30 pm on Fridays.

Compensation:

- Salary will be commensurate with experience and training and in alignment with industry standards.

Application Deadline: Friday, May 29, 2026

How to Apply: Please apply on our website: <https://www.airdriechristian.com/career-opportunities.html>