



Havergal
COLLEGE

Administrative Assistant, Junior School

We are seeking an individual who is aligned with our core values and reflects our core competencies to join our community as **Administrative Assistant, Junior School**. This is a full-time position.

About Havergal

Founded in 1894 and located on a beautiful 22-acre campus in midtown Toronto, Canada, Havergal College is one of Canada's pre-eminent independent schools for girls from Junior Kindergarten through Grade 12. At the forefront of women's education for over 125 years, Havergal offers a contemporary liberal arts education and is rooted in the Anglican tradition. Havergal's mission is to prepare young women to make a difference. Through our outstanding academic and cocurricular programs, we nurture a culture of capability that fosters self-confidence, leadership, critical thinking, and global mindedness within our students.

At Havergal College, we believe that great schools are made up of great people. We are committed to building a diverse workforce and an inclusive workplace. We encourage applications from all qualified candidates with a diverse range of experiences and perspectives, including women, BIPOC (Black, Indigenous and People of Colour) peoples, and persons with disabilities. We are seeking candidates with a wide range of experiences and diverse identities and perspectives to contribute to our culture of excellence.

The Position:

Reporting to the Head of the Junior School this position provides administrative support in the day-to-day functioning of the Junior School Office. This position supports the financial, operational, database and event management in the Junior School, this includes the organization of internal on-call coverages, and external supply teachers. The hours of this position are from 7:30 am – 3:30 pm.

To learn more about this opportunity, the expectations, qualification requirements and How To Apply please visit our website at www.havergal.on.ca

All qualified candidates are encouraged to express their interest no later than October 28, 2022.

We thank all applicants in advance. **Only those candidates selected for an interview will be contacted.** Havergal College is an equal opportunity employer. We are committed to an inclusive, barrier-free recruitment and selection process, and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with applicants requesting accommodation at any stage of the hiring process. If you require accommodations, please contact Cathy LeBlanc at 416-483-3519 ext. 6526 or by email at accessibility@havergal.on.ca.