



**SAINT GEORGE**  
**CLASSICAL ACADEMY**

**Job Posting**  
**July 2025**  
**Administrative Assistant and Receptionist**

Position Title	Administrative Assistant and Receptionist
Reports To	Head of School
Location	Boxford, MA
Full-Time or Part-Time	180 days, 7:30- 3:30
Pay	competitive
Remote Status	Position not eligible for remote work
Closing Date for Applications	until filled

**Saint George Classical Academy Mission:**

Saint George Classical Academy is committed to a rigorous and joyful classical approach to forming the whole person of each child. With an emphasis on cultivating wisdom and virtue in young hearts and minds, our students are challenged to think critically, write beautifully, speak eloquently and pursue an integrated life in service of God, family and community. We aspire to elevate the souls of our students by creating a beautiful environment steeped in the riches of the ancient Christian faith and the enduring great works of western civilization. We partner with families in this sacred work.

**Position Summary:**

Saint George seeks a highly competent and faithful individual who believes in the mission of the school. Reporting to the Head of School, this position will support functions at operating and organizational levels. On a daily basis, the Administrative Assistant will perform operating functions that support day-to-day school activities.

**Responsibilities:**

- Welcome and provide hospitality to parents, visitors, students and teachers.
- Maintain front office operations both forward facing and internally.
- Facilitate and assist with establishment of school operating systems.
- Provide administrative support to the school through clerical and administrative duties, sometimes of a confidential nature.
- Coordinate and manage volunteers.
- Provide support and student supervision during recess and lunch.

- Maintain school databases, reporting, and recordkeeping.
- Oversee ordering of supplies and curricular materials.
- Assist with and coordinate a variety of projects, activities and events during the school day (tea time, feast day celebrations, community days).
- Support Head of School with schedule, including appointments, meetings, and travel.
- Support Head of School in preparation for presentations and meetings.
- Perform general office duties, including but not limited to telephone/e-mail, mailing duties, receptionist duties, preparation/editing of correspondence/reports, scheduling, general filing, photocopying, maintaining records, and regular reports.
- Attend and support school events outside of usual business hours including, but not limited to, open house, parent conferences/meetings, prospective student tours, etc. throughout the school year and during the summer.

**Qualifications:**

- Must display a warm, hospitality-driven mindset.
- Loves God and children.
- Proven success in relational development and management; experience in school administration preferred.
- Must have a high school diploma, with 2 years of administrative experience. Associate or Bachelor's degree preferred.
- Experience working with a school principal or head of school is preferred.
- Must be authorized and eligible to work in the United States.
- Computer proficiency and ability to troubleshoot technological problems.
- Proficiency with Microsoft and Google applications.

**Competencies:**

<b>Competency</b>	<b>Level (Beginning, Proficient, Advanced, Mastery)</b>
Communication	Advanced
Faithfulness	Advanced
Organization	Advanced
Collaboration & Teamwork	Advanced
Creativity	Proficient
Initiative & Self-Motivation	Proficient
Orthodox Church Structure & Traditions	Beginning

**Compensation:**

Negotiable based upon experience. Health insurance and other benefits not provided.

**ADA Requirements:**

This job operates in a school campus environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Application:**

All materials below should be sent to [juliana.joyce@stgca.org](mailto:juliana.joyce@stgca.org)

1. Resume
2. Cover letter explaining your interest in working with Saint George Classical Academy.
3. 2 references. At least one reference must be from a current or previous supervisor.

**Disclaimer:**

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to include a or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other tasks as needed.

Revision Date:

July 2025