



SAINT GEORGE
CLASSICAL ACADEMY

Saint George is a classical, Christian school grounded in the Eastern Orthodox tradition. This vibrant community is still in its foundational years, and we are looking for a person who embodies Christian hospitality and warmth to join our community and ultimately be the face of our school as our school secretary. The shared vision of our families, faculty and benefactors continuously points us toward serving God, family and community and this role is truly a servant role; one that perhaps is at the heart of what we are building culturally for our students.

The Administrative Assistant and Receptionist is the first touchpoint that our children, families and inquirers have with our school. Embodying an intuitive sense of warmth, hospitality and beauty will support the culture we are trying to build at Saint George Classical Academy. An ideal candidate will see the work of serving the community as rewarding and fulfilling because the project honors God, families and community. Being organized, flexible, committed to learning and solving problems, maintaining a positive atmosphere and being able to take initiative and prioritize are all important qualities for this position.

Position Title	Administrative Assistant and Receptionist
Reports To	Director of Operations or 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

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
- Support school level communication both internally and externally
- Maintain the office space in an organized and pleasing way
- Support set-up and clean-up of tea times for classrooms
- Support hospitality for school events including some evening or weekend events (concerts, theater productions, etc.)

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.
- 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.
- Strong communicator and writer

Compensation:

Negotiable based upon experience. Health insurance 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

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 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:
May 2026