



Gonzaga Middle School

A Jesuit NativityMiguel Academy

Office Administration Position – Half-Time (Mornings) Office Reception and Student Support Administrator (April 2026)

Gonzaga Middle School is an innovative independent middle school for students from underserved families living in Northeast downtown and North End Winnipeg neighbourhoods. Opening in 2016, it uses the unique middle school educational framework and best practices from Jesuit Nativity model schools, adapting them to the communities served in Winnipeg. The school offers small class sizes, enrichment opportunities, summer programming, and a Graduate Support Program for Gonzaga Middle School graduates through secondary and post-secondary studies.

GMS offers staff very competitive remuneration and a strong benefit program.

Opportunity:

Gonzaga Middle School is seeking an experienced Office Receptionist and Administrator for a position to commence in April 2026 (when the successful candidate is available after April 7, 2026). The Office Reception & Student Support Administrator will be first point of contact for students, families, and visitors in the morning. In collaboration with the full-time Office Manager, this half-time role ensures the daily smooth functioning of the school office, with a strong focus on student systems, attendance, communication, and logistics. The position is relational, detail-oriented, and deeply connected to student wellbeing. Proven success working in an inner-city school setting would be an asset.

Description:

The position supports the Front Office and school operations each morning. It involves greeting students, families, visitors, and community partners in a welcoming, professional manner while managing daily front office flow, phone calls, general inquiries, and receiving mail and general deliveries. The role involves maintaining office materials, managing student enrollment forms and files, reporting and managing data in the EIS database, tracking and maintaining attendance records while also maintaining confidentiality and managing sensitive student and family information with discretion. Collaborating with Front Office staff on student transportation, and other Front Office and student life and programming support is also part of this position. It also involves assisting with data tracking of graduates while providing basic administrative support for Student and Graduate Support initiatives.

The Successful Candidates will:

- Have strong experience in office administration (school setting preferred)
- Demonstrate strong organizational and multitasking skills
- Have excellent interpersonal and communication skills
- Have the ability to work calmly in a busy, student-centered environment
- Show commitment to the mission and values of Gonzaga Middle School
- Have capacity to contribute to building the school community

Candidates fitting the above criteria can forward a letter of interest and resume including the names of three references, in confidence, to rfergusonbaird@gonzagamiddleschool.ca

Closing Date: Monday, April 6, 2026 (11:59 pm)

Questions about the opportunity can be directed to:

Rex Ferguson-Baird, Principal

Gonzaga Middle School

Phone: (204) 949-7100 (main office)

Email: rfergusonbaird@gonzagamiddleschool.ca

Website: www.gonzagamiddleschool.ca

By submitting an application for employment, applicants consent to GMS conducting inquiries into suitability for employment by contacting references provided and/or former employers and any information publicly available online, including social media. The duration of this consent is limited from the time of application to the time that hiring for the position is completed. This information will not be shared with any other organization or individual outside of GMS, without your request or prior authorization, unless required or permitted by law.

GMS encourages applications from all qualified individuals. We thank all who apply; only those candidates selected for an interview will be contacted. GMS is committed to promoting the welfare of our students. All qualified applicants will be required to provide a clear Criminal Record Check and Child Abuse Registry Check prior to commencement of employment.