



## **Front Office Administrator (0.75 FTE, One-Year Contract)**

We are seeking a dedicated and highly organized **Front Office Administrator Assistant** to join our team part-time. This key role supports the daily operations of the school by serving as a central point of contact for students, families, and faculty. The ideal candidate is warm, detail-oriented, and committed to fostering a safe, supportive, and efficient school environment.

---

### **Key Responsibilities**

#### **Student Support**

- Provide day-to-day support for students in the front office.
- Administer basic first aid and manage student health needs in coordination with parents and school staff.
- Maintain accurate student medical records, including allergies and medications.

#### **Parent and Faculty Communication**

- Serve as the primary liaison for parent inquiries, ensuring timely and effective communication.
- Provide administrative assistance to faculty as needed, regarding such things as schedules, procedures, supplies, and general information.
- Relay important messages between parents, students, and teachers.

#### **Administrative Operations**

- Monitor and record student attendance, including late arrivals and early dismissals.
- Manage student forms for field trips, permissions, and special programs.
- Provide logistical support to students (e.g., lunch accounts, daily schedules, supplies).
- Maintain up-to-date emergency contact information for all students.
- Assist with safety drills, emergency protocols, and student dismissal procedures.
- Coordinate school deliveries, orders, and general purchasing needs.
- Support food services and catering logistics as required.



## Security and Safety

- Support campus security with responsibilities related to school safety, including management of access control systems, two-way radios, and security camera monitoring.
- 

## Qualifications

- Previous experience in a school or child-focused environment is preferred.
  - Strong interpersonal and communication skills.
  - Ability to multitask and remain composed in a dynamic, fast-paced setting.
  - Excellent organizational skills and attention to detail.
  - Proficiency in using administrative software and tools (e.g. Google Workspace, Microsoft 365).
  - Demonstrated ability to maintain confidentiality and exercise sound judgment.
  - Proficiency in English is required; the ability to communicate in French and/or Hebrew is considered a strong asset.
- 

This is a one-year, 0.75 FTE contract position, with the opportunity of extension. The role requires both independent initiative and a collaborative mindset. The successful candidate will play a vital part in maintaining the welcoming and well-functioning environment that defines our school community.

## Position Details

- **Start Date:** August 15, 2025
- **Salary:** \$40,000 (based on 0.75 FTE)

To apply, please submit your résumé and cover letter to Vice Principal, Melissa Thompson at: [teach@theojcs.ca](mailto:teach@theojcs.ca).