



Office Administrator (Full-Time)

We are seeking a dedicated, proactive, and highly organized Office Administrator to join our administrative team. This key role acts as a central hub for school operations, serving as a vital point of contact for students, families, and faculty while providing comprehensive administrative support. The ideal candidate is a detail-oriented, tech-savvy professional who is warm, composed under pressure, and capable of balancing daily frontline logistics with critical background operational processes.

Position Overview

This full-time role is ideal for a candidate who thrives in a dynamic environment and is passionate about efficient school operations. Working at the center of our school community, you will support faculty, students, and families by ensuring smooth daily logistics, managing key administrative processes, and maintaining compliance with school and Ministry requirements. This position requires a high degree of collaborative coordination to ensure seamless front office operations and a welcoming environment for all.

Key Responsibilities

Student Support & Frontline Care

- Provide day-to-day support for students visiting 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.

Communication & Liaison

- Serve as the primary liaison for parent inquiries, ensuring timely, warm, and effective communication.
- Relay important messages accurately between parents, students, and teachers.
- Respond to operational messages and emails in a prompt, professional manner.

Faculty Support & Coverage Management

- Coordinate daily and long-term faculty coverage, including the scheduling of substitute and occasional teachers.
- Provide administrative assistance to faculty regarding schedules, procedures, supplies, and general information.
- Manage scheduling for professional development and recurring school events.



Administrative Operations & Ministry Compliance

- Monitor and record daily student attendance, tracking late arrivals and early dismissals.
- Maintain up-to-date student emergency contact information.
- Manage student documentation for field trips, permissions, and special programs.
- Maintain procedural documentation and systematically organize digital files in shared drives.

Operations, Procurement & Logistics

- Coordinate school deliveries, tracking orders and managing fulfillment.
- Track and manage purchases for general office and school-wide supplies, while maintaining vendor contact lists.
- Support food services and catering logistics as required.
- Coordinate directly with custodial staff for maintenance and event set-up needs.
- Assist staff with event logistics and support recurring school programs.
- Oversee administrative account credential management and vendor communications.

Security & Safety Protocols

- Support campus security with responsibilities related to school safety, including management of access control systems, two-way radios, and security camera monitoring.
- Assist with safety drills, emergency protocols, and student dismissal procedures.

Qualifications

- 3+ years of experience in administration, preferably in a school or child-focused, educational setting.
- Excellent verbal and written communication skills with strong interpersonal capabilities.
- Strong organizational and time-management skills with close attention to detail.
- Ability to multitask, prioritize, and remain composed in a dynamic, fast-paced setting.
- Proficiency with Google Workspace, Microsoft 365, and digital tools for communication and scheduling.
- Demonstrated ability to maintain absolute confidentiality and exercise sound judgment.
- Proficiency in English is required; the ability to communicate in French and/or Hebrew is a strong asset.

Position Details

- **Start Date:** Immediately
- **Salary:** \$65,000 – \$75,000, commensurate with experience

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