

Administrative Assistant Job

The Administrative Assistant is the presence and first point of call for visitors to the school, parents, children and staff, therefore a smart and professional appearance is expected, along with a friendly, welcoming and helpful persona, maintaining professionalism at all times. It is essential to this role that the person is punctual, organized, able to multi-task, communicate clearly, be flexible and have a 'can do' approach to work as no two days are the same.

To apply for this position, please submit a resume and cover letter to Amy Kennedy at amykmayflower@gmail.com.

Duties and Responsibilities

Act as the public relations agent for people contacting the school. Answer phones, direct calls, manage phone systems, distribute messages, maintain the office email.

Greet parents and visitors

Print school rosters, maintain staff schedules, sub communication

Process any drop in before/after care forms

Provide extra coverage in the hall, classrooms and on the courtyard when needed.

Take meeting minutes at admin meetings and staff meetings

Provide assistance to the administration. Perform general secretarial and clerical functions e.g. preparing admissions folders, school forms, making copies, data entry, maintaining supply inventory, reserving rooms, scheduling various observations, filing, updating calendar, including online communications

Respect confidentiality of both school and administrative information

Pick up the mail each day and distribute

Maintain a clean and tidy welcome area

Maintain the Parent Resource Center's coffee and tea station

Other duties as assigned

Qualifications:

Excellent communication and organizational skills

Knowledge of word processing and spreadsheets

Team player with a positive attitude

Must be self motivated, accurate, efficient and professional

Able to remain on task and see tasks through to completion

Ability to multi-task and manage occasional interruptions

Desire to be part of a school with a unique mission to serve children of all socio-economic backgrounds and to provide high quality early childhood education

This position is somewhat of a "catch all" position and has many tasks associated with it. The ideal candidate will be a "yes" person and able to adapt to changes