

December 8, 2025

Job Posting: School Receptionist

Tanbridge Academy

Start Date: January 2025

Position Type: Full-Time

Salary: Commensurate with experience

About Tanbridge Academy

Tanbridge Academy is a vibrant and student-centered school dedicated to fostering a supportive and collaborative learning environment. We are seeking a friendly, organized, and professional School Receptionist to join our team and serve as the welcoming face of our school community.

Position Overview

The School Receptionist plays a key role in supporting the daily operations of the school office. This individual will provide administrative assistance, manage front-office activities, maintain essential records, and support staff, students, and families with professionalism and care. The position requires an excellent command of the English language and the ability to communicate clearly and effectively in all formats.

Key Responsibilities

Administrative Support

- Screen, answer, and transfer phone calls; respond to inquiries; and take accurate messages.
- Maintain organized office files and bulletin boards.
- Sort, distribute, and manage school mail and internal communications.
- Assist with recording building maintenance needs and forwarding details to the Facility Manager.

Office Management

- Order supplies, maintain inventory, and keep office materials well-stocked and organized.
- Coordinate schedules to ensure adequate office coverage.
- Arrange service and maintenance for photocopiers and other office equipment.

Records Management

- Maintain student records, including registration packages, attendance sheets.
- Track and update student immunization and medical history information.
- Manage academic transcripts and ensure documentation accuracy.

- Record and verify student attendance.
- Coordinate and organize Gala tickets and donations.
- Process and manage lunch order forms.

General Duties

- Manage time effectively and prioritize daily tasks efficiently.
- Demonstrate effective conflict management skills.
- Handle sensitive and discretionary matters with strict confidentiality.
- Apply solid problem-solving skills to daily tasks and challenges.
- Exercise appropriate judgment when school or student situations arise.
- Work independently with minimal supervision.
- Perform accurate data entry with strong attention to detail.
- Build productive and positive relationships with colleagues, students, parents, and school visitors.
- Provide calm and effective emergency response when students are ill or injured.

School Safety & Staff Support

- Serve as a resource to school staff by supporting emergency procedures and safety protocols.
- Provide general assistance to staff, students, and families to ensure smooth daily operations.

Qualifications

- Excellent command of the English language—both written and verbal.
- Previous administrative or receptionist experience preferred.
- Previous school administration experiences a definite asset but not required.
- Strong communication and interpersonal skills.
- Excellent organizational abilities and attention to detail.
- Ability to multitask in a fast-paced environment.
- Proficiency with office equipment and basic computer applications.
- A positive, welcoming, and professional presence.
- Reliable transportation is required.

Compensation & Benefits

- Health benefits program including a Health Spending Account (HSA)
- RRSP matching
- Paid time off
- Salary commensurate with experience

How to Apply



Please submit your cover letter and résumé to:

Linda Choy, Principal

Email: lchoy@tanbridge.com

Only suitable candidates will be contacted for follow-up.