

Bayview Glen

Whole Child Purposeful Life Better World

Founded in 1962, Bayview Glen is an independent, co-educational university preparatory day school with more than 1100 students from Preschool through to Grade 12. Our school thrives on two closely connected campuses in the heart of Toronto and offers a truly transformative educational experience, intentionally creating a welcoming, vibrantly diverse community, guided by inspiring teachers and fueled by a forward-looking curriculum. Bayview Glen is a member of the CIS Ontario, CAIS, NAIS and Round Square organizations.

We're looking for a full-time **Attendance Secretary and Receptionist** to join our team at our Lower School Campus. As the first point of contact for all visitors to our School, you'll ensure efficient operation of Reception during the hours of 7:30am to 3:30pm, Monday to Friday. Reporting to the Executive Assistant to the Head of School, you'll provide a welcoming face for the School, respond appropriately to calls and requests, manage both incoming and outgoing mail and deliveries and provide administration for the attendance management process.

We value inclusivity, fairness, and equal opportunity, ensuring every voice is heard. Integrity is our foundation, and we believe in transparent, respectful interactions. Adaptability and innovation are key as we embrace change and creative thinking to enhance our programme. If you're ready to inspire, learn and innovate, we invite you to apply and be a part of our dynamic educational community!

What You'll Be Doing:

- Managing the school Attendance System (Edsby) for the Lower School, and ensuring that it is always current, including monitoring all students entering and leaving the school to ensure proper Admittance/ Departure slips are completed;
- Greeting and responding to the needs of school visitors, parents, staff and students in a prompt, courteous and professional manner. Ensuring all visitors/parents sign in and receive a Visitor Badge and notifying staff when visitors have arrived;
- Providing immediate response to urgent requests (e.g. health and safety, maintenance, etc.);
- Answering all incoming calls and transferring calls to appropriate staff members. Taking and relaying telephone messages and providing appropriate information to callers;
- Staying current on all school functions and activities (i.e. sports schedules, performance times, parent information evenings, etc.) so inquiries can be answered with ease and accuracy;
- Receiving, date stamping, sorting, and routing incoming correspondence and small packages to appropriate departments.

What You'll Need:

- High School Diploma with a Certificate in Administrative/Clerical Studies or equivalent;
- Two or more years of relevant experience;
- Superior communication and interpersonal skills with a strong customer service orientation;
- The ability to multi-task and prioritize in a busy environment while remaining calm and pleasant at all times;

- Computer proficiency in Microsoft Office products including Outlook, Excel, Word and PowerPoint and familiarity with the use of general office equipment;
- Strong knowledge of standard reception and administrative procedures and best practices;
- Ability to assess incoming requests, calls and visits and determine the appropriate response, including assessing emergency/urgent requests and issues;
- Demonstrating tact and discretion in welcoming callers and visitors and responding to requests.

Who You Are:

- Warm, friendly and professional with a natural rapport with young children

Here's What We Offer:

- A competitive total compensation package
- A collegial work environment where employees have fun together
- A welcoming, vibrantly multicultural community
- Meaningful work in an educational environment with future leaders of tomorrow
- Professional development opportunities
- Onsite fitness facilities
- Lunches and parking provided
- Summer Hours

We invite all qualified candidates to submit a cover letter and resume (***combined into one document***) to hr@bayviewglen.ca by no later than **September 30, 2025**. Please indicate the name of the position you are applying for in the subject line.

At Bayview Glen we are committed to fostering an inclusive, accessible environment, where all members of our school community feel valued, respected, and supported. We encourage qualified applications from the diverse communities in which we live and serve and who may contribute to the further diversification of perspectives and ideas. We will accommodate needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please contact our Human Resources Department for assistance if required.

As a condition of employment, successful candidates will need to provide a current vulnerable sector screening from the police jurisdiction in which they reside prior to commencing employment.

We would like to thank all applicants in advance for your interest; however only those candidates invited for an interview will be contacted.

Explore more about Bayview Glen School, including our new ***2024-2029 Strategic Plan: BE BOLD***, by visiting our website at www.bayviewglen.ca.