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, delivered by exceptional teachers and guided by our School's mission "Whole Child, Purposeful Life, Better World". Driven by our vision to be the leader in bold thinking and future readiness, we offer a welcoming, vibrantly diverse and inclusive community with staff that exemplify our values of compassion, curiosity and courage. Bayview Glen is a member of the CIS Ontario, CAIS, NAIS and Round Square organizations.

We're looking for a full-time **School Receptionist and Attendance Administrator** to join our team at our Moatfield Campus. As the first point of contact for all visitors to our School, you'll ensure efficient operation of Reception during the hours of 7:00am to 3:00pm, 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 passionate about creating welcoming experiences, providing exceptional service and making a meaningful contribution to a vibrant School community, we invite you to apply and become part of our team!

What You'll Be Doing:

- Managing the School Attendance System (Edsby) for the Prep and Upper Schools 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;
- Providing general administrative support to school leadership and office staff as needed.

These responsibilities are intended to provide a general overview of the role and may not capture all duties and expectations associated with the position.

What You'll Need:

- University or College Diploma with a Certificate in Administrative/Clerical Studies or equivalent;
- Two or more years of direct experience in a receptionist, administrative, or front office role within a very busy office;
- Superior communication and interpersonal skills with a strong customer service orientation;
- Demonstrated ability to engage with diverse populations and create a welcoming, inclusive atmosphere.
- The ability to multi-task and prioritize in a busy environment while remaining calm and pleasant at all times;
- 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;
- Proficiency in defusing potentially tense situations while ensuring a safe and respectful environment;
- Computer proficiency in Microsoft Office products including Outlook, Excel, Word and PowerPoint and familiarity with the use of general office equipment;

Who You Are:

- Warm, friendly and professional with a natural ability to make everyone feel welcome and create a positive first impression;
- An approachable and service-oriented individual who enjoys interacting with a diverse community of students, parents, staff and visitors;
- Calm, composed and resourceful, particularly when responding to unexpected situations or competing priorities.

Here's What We Offer:

- A highly competitive total compensation program, including a generous RRSP programme and a comprehensive health and dental plan;
- A welcoming, multicultural School community that celebrates inclusion, belonging and diverse perspectives;
- Meaningful work in an educational environment with future leaders of tomorrow;
- Professional development opportunities that support your continued growth;
- Access to onsite fitness facilities, including an indoor pool;
- Nutritious daily lunches and convenient parking;
- Employee events and celebrations that bring colleagues together, recognize contributions and strengthen connection across our School community;
- A collaborative and supportive team environment where relationships, shared purpose and professional connection matter;
- Summer Hours.

We invite all qualified candidates to submit a cover letter and resume (combined into one document) to hr@bayviewglen.ca by November 10, 2026. Please indicate the name of the position you are applying for in the subject line.

Compensation will be commensurate with qualifications and experience, with an annual salary range between $44,000–$50,000. This salary range is what we, in good faith, believe we would pay for this role

at the time of this posting. We ultimately pay based on a number of non-discriminatory factors that inform pay decisions including, but not limited to, previous work experience, skill set and internal equity.

This posting is for an existing vacancy.

At Bayview Glen we are proud to foster an inclusive culture, where all members of our School community can bring their whole self to work and feel valued, respected, and understood. We strive to attract, develop and retain a workforce that is as diverse as the communities that surround us and we are committed to provide an accessible candidate experience for prospective employees with different abilities. If you anticipate needing any type of accommodation during the recruitment process, please contact our Human Resources Department.

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.

Bayview Glen does not utilize Artificial Intelligence (AI) in the screening, assessment, or selection of applicants.

Thank you for your interest in joining our team. While we can only contact those selected for an interview, we genuinely appreciate every application.

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