



Office Administrator

Kehila Heschel School – Westdale, Hamilton

Kehila Heschel School is an independent Jewish day school serving students from Kindergarten through Grade 5. We offer an integrated curriculum rooted in academic excellence, Jewish values, environmental stewardship, and a strong sense of community.

We are seeking an organized, reliable, and personable **Office Administrator** to support the day-to-day operations of our growing school community. This is a central role within the school and requires someone who can manage multiple priorities, communicate warmly and professionally with families and staff, and contribute actively to the life of the school.

Position Type: Full-time, 10-month renewable contract

Schedule: Monday to Friday, 8:00am – 3:00pm

Reports to: Principal

Start Date: August 2026

Key Responsibilities

- Provide administrative support to the Principal and school staff
- Manage day-to-day communication with families, including phone calls and emails
- Welcome and assist students, parents, visitors, and community members
- Record daily student attendance and follow up on absences
- Maintain accurate and organized student, staff, and school records
- Support tuition administration and maintain accurate information in school administrative systems
- Liaise with the school's bookkeeper and assist with financial record-keeping as required
- Record staff hours and support payroll administration
- Coordinate substitute teacher coverage when needed
- Manage school calendars, forms, correspondence, and general office organization
- Order and maintain office and school supplies

- Participate in shared school duties, including occasional recess supervision
- Support and participate in school-wide events, Jewish holidays, and other community programming
- Participate in staff meetings and contribute to the day-to-day needs of a collaborative school community

Qualifications

- Previous experience in an administrative, office management, receptionist, or customer service role
- Strong organizational skills and excellent attention to detail
- Excellent written and verbal communication skills
- Ability to manage multiple responsibilities and shifting priorities
- A proactive approach and the ability to identify what needs to be done and follow through independently
- Strong interpersonal skills and a warm, professional manner
- Proficiency with Google Workspace and Microsoft Office
- Experience with QuickBooks Online or similar financial software is an asset
- Experience working in a school, childcare, nonprofit, or community-based setting is an asset
- A willingness to participate actively in the broader life of the school community
- Ability to handle confidential information with discretion
- First Aid/CPR certification is an asset, or a willingness to obtain certification
- A valid Vulnerable Sector Check will be required

The ideal candidate is someone who enjoys being at the centre of a busy school community, takes initiative, communicates well, and is comfortable moving between administrative responsibilities and the everyday life of a school. They will enjoy working around children and be happy to take part in the school celebrations, festivals, and shared responsibilities that make up the rhythm of the school year.

To apply, please send your resume and cover letter to **principal@kehilaschool.ca**.

Applications will be reviewed on a rolling basis.