

Office Assistant

Bloorview School Authority is an educational facility that provides innovative school programs to children and youth with special needs. School Authorities are created pursuant to Section 68 of the Education Act of Ontario, with all the duties, powers, and responsibilities of District School Boards, housed in Children's Treatment Centres and provides educational programs and services for children and young adults who have physical and/or communication disabilities and related developmental needs. Each year hundreds of children and young adults, ages 4-21 years old, benefit from Bloorview's individualized educational programs, which are set up in conjunction with ongoing therapeutic and medical care.

Bloorview is seeking an Office Assistant to join our team. The successful candidate will be versatile, flexible, and able to work collaboratively with multidisciplinary teams and will have a strong commitment to collaboration and professional learning.

HOURS:	7.0 hours per day
SCHEDULE:	Monday to Friday – 7:45 AM to 3:45 PM
WORK TERM:	August 26, 2026
RATE OF PAY:	\$29.38 per hour

SUMMARY OF DUTIES

- Welcome and maintain rapport with students, parents/guardians, staff, and visitors with a customer-service focus
- Answering telephones and monitoring cameras
- Respond directly to all inquiries or redirect as appropriate
- Assist parents to complete the registration process
- Update student information system electronically
- Maintain OSR's, transfers, and transportation records (data entry)
- Manage and maintain school's records (electronic and hard copy) in accordance with Board Policies and Procedures
- Provide data for Ministry reports (ONSIS) and additional Board reports
- Maintain Safe Arrival Program and liaise with parents as necessary
- Organize and maintain office processes and practices to meet the needs of the Director, Principal, VP, and all school staff
- Provide first line assistance in maintenance of office equipment
- Respond to and assist with medical emergencies and report accidents/incidents in accordance with Board Policies and Procedures
- Ensure all incoming mail is appropriately tracked, forwarded, and/or responded to
- File, photocopy, fax and collate reports and other materials
- Input letters, memos, reports, and newsletters and file electronically as appropriate
- Attend staff and other meetings and take meeting minutes
- Assist with special events as required
- Other related duties as assigned

REQUIRED QUALIFICATIONS

- 2 years of experience in office administrative duties; experience in a school setting would be an asset
- 2 years post-secondary program in administration or other related programs, or an equivalent combination of education and experience
- Ability to maintain a high level of confidentiality in all interactions and student/staff information
- Excellent communication (verbal and written), organizational, interpersonal, and multi-tasking skills
- Strong time-management skills, flexibility, and ability to learn new knowledge
- Ability to work cooperatively as part of a professional team
- Proficient computer skills in MS Office (Word, Excel, Outlook, Access) and G Suite
- Current First Aid and CPR certification is an asset

This job advertisement represents an immediate vacancy at Bloorview School Authority. We are actively reviewing applications to fill this position. Only those selected for an interview will be contacted. Please note that this is a unionized position. Please submit your cover letter, resume, and the names of two (2) professional references as a PDF document by **12:00 PM on June 24, 2026** to:

Human Resources, Bloorview School Authority
careers@bloorviewschool.ca

Bloorview School Authority is an equal opportunity employer committed to promoting an environment of diversity, inclusiveness and accessibility. If you require accommodation during any stage in the recruitment process, please contact Human Resources at 416-422-7042.