



Shrewsbury Montessori School

Growing Bright Minds from Age Three through Grade Six

Administrative Assistant

Shrewsbury Montessori School Administrative Assistant is an important role that provides both administrative and classroom support. The role is essential to the daily operations at the School. The Administrative Assistant reports to the Head of School. This position requires flexibility and a broad range of skills, with energetic adaptability to changing needs each day. The daily schedule may include:

- Processing and making attendance updates in attendance software throughout the day
- Welcoming, transitioning, and processing student late arrivals and early dismissals
- Recording regarding visitors, parents, or students entering and exiting campus
- Completing clerical tasks, such as sorting and sending mail, preparing mailings, and making copies
- Keeping an inventory of office and PPE supplies and ordering new materials as needed
- Maintaining files
- Welcoming parents, students, and visitors to our school and office in person and in a distance format, and providing instructions regarding COVID-19 campus protocols
- Supporting bathroom monitoring of students
- Answering phone calls
- Taking and delivering messages
- Ensuring the office runs smoothly
- Maintain a sense of order and cleanliness in the assigned areas.
- Assist in database entry and maintain the database, as needed.
- Adhere to the health and safety policies and procedures put into place as part of the school's response to COVID-19.
- Helping as asked by school administration

Shrewsbury Montessori School

Main Campus & Head of School Office

55 Oak Street, Shrewsbury, MA 01545

Phone: (508)842-2116 | Fax: (508)845-2491

Auburn Campus

135 Bryn Mawr Avenue, Auburn, MA 01501

Worcester Campus

30 Anna Street, Worcester, MA 01604



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Office Assistant Skills:

- Associate Degree in Business or a related field required (Bachelor's degree preferred)
- 2+ years of experience in office administration
- Strong organizational and time management skills
- Excellent verbal and written communication abilities
- Proficiency with MS Word, MS Excel, Google Suite, basic database entry skills
- Strong sense of discretion and professionalism

Please send cover letter and resume to employment@shrewsburymontessori.org with the Subject: **“Administrative Assistant: Your Name.”** No phone calls or solicitations please.

SMS is an equal opportunity employer and makes employment decisions based on merit, qualifications, and skills. SMS will not discriminate on the basis of race, color, creed, sex, pregnancy, sexual orientation, gender identity, marital status, religion, national origin, ancestry, age, physical or mental disability, genetic information, veteran status, military service, application for military service, or any other characteristic protected by applicable law. All such discrimination is unlawful and contrary to SMS values and will not be tolerated by SMS. SMS will make reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law.