



March 5, 2021

Trinity Montessori School is an established Montessori School located at 9211/9221 Woodbine Avenue, Markham (Woodbine & 16th Avenue). We are currently inviting for applications for the following positions beginning September 2010. We would welcome an opportunity to meet applicants who are enthusiastic and dedicated to promoting quality Montessori Education in a community environment:

1. One Full-time Montessori Toddler Trained Teacher

Applicants must be loving, caring, patient, responsible, mature and hardworking individuals who are genuinely interested in working with children and interested in pursuing a career in teaching in the future. Experience in working with children in a Montessori setting is essential.

2. One Full-time office assistant

Applicant must possess:

- Well developed computer skills in Microsoft Office
- Strong organization and communication skills
- Ability to multi-task
- Commitment to providing a friendly and supportive environment

Duties include but not limited to:

- Assisting staff, students, and the public
- Ensuring the safety and well-being of students,
- Supporting the school office (answering phones correspondence);
- Maintaining student and staff information (recording, monitoring, and tracking);
- Assists with financial accounts; and perform other duties to support the school office.

E-mail resume to [hiring@trinitymontessori.ca](mailto: hiring@trinitymontessori.ca)