



## School Receptionist, 10-month position, 35 hours a week (approx.)

Closes: May 29th, 2026

*We invite applications for an opportunity at Edge School in the role of School Receptionist.*

### About us

Since 1999, Edge School has been committed to making a difference in the lives of our student-athletes. Our mission is to build a culture of personal excellence in academics, athletics and character. In the end, it is about graduating awesome humans.

Located just on the west edge of Calgary, Edge's 170,000 sq. ft. campus and sports facility is home to approximately 490 Grade 4-12 and postgrad student-athletes enrolled in our basketball, volleyball, dance, fitness, flex, golf, hockey, multi-sport and soccer academies. Edge's rigorous academic program is complemented by a focus on character development and athletics designed to develop 'three spered individuals'. Graduates gain entry to top universities in Canada, the U.S. and abroad, and are part of a network of outstanding alumni, making a difference in their communities around the world.

To learn more about our school, please visit our website at [edgeschool.com](http://edgeschool.com)

### Job description

We are seeking a receptionist for the 2026-27 school year. The ideal candidate is an energetic, passionate and flexible staff member who will: work collaboratively with students, parents and staff; provide secretarial and administrative support to the Administration; communicate information to students, parents, staff; ensure accurate attendance records for students; and support the broad array of services provided to students, parents, instructional and support employees.

### Compensation

Edge School offers a competitive compensation and benefits package. Salary will be commensurate with skills, education and experience.

### To apply

Edge School is committed to creating an inclusive workplace that values diversity. As an equal opportunity employer, all qualified applicants will receive consideration for employment without regard of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age or veteran status.

If you would like to join this outstanding school that is focused on building well-rounded individuals and fosters a culture of collegiality and personal excellence, we want to hear from you.

- **Email a cover letter and resume to [careers@edgeschool.com](mailto:careers@edgeschool.com) by May 29, 2026.** Please reference the position title 'School Receptionist' in the subject line of your email.
- By applying for this position, you consent to the collection, use and necessary disclosure of the personal information provided during the application and selection process. All applications will be kept on file for three months.
- Only those candidates who are selected for an interview will be contacted.

