



Available Position: Receptionist/Administrative Support
Department: Head of School's Office
Reports to: Executive Assistant to the Head of School
Full/Part-time: Full-Time
Hours: 7:30 am to 3:30 pm
Date Posted: January 23, 2026
Start Date: Open Until Filled

About the Trinity Preparatory School of Florida:

Trinity Preparatory School is an independent, coeducational college-preparatory school that develops ethical, resilient leaders who thrive in the pursuit of excellence, embrace diversity in thought and perspective, and grow spiritually. In alignment with our mission, we affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

In 1968, a dedicated group of Orlando community leaders, led by the late Reverend Canon A. Rees Hay, wanted to provide a quality, independent secondary education for students in Central Florida. As a result, they established Trinity Preparatory School for grades 6 through 12. Affiliated with the Episcopal Church, the school welcomes families and students from all faith traditions, cultures, and backgrounds, knowing that we are all enhanced.

Our devoted and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their dedication is demonstrated to our students, families, and communities both in and out of the classroom with a balance of academic rigor and wellness. Trinity's student body and families reflect the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience.

A full-time faculty position at Trinity Prep consists of serving as an advisor, teaching 5 classes, and assuming additional duties as assigned. For example, all faculty are required to have a plus one responsibility.

Trinity Prep Professional Values:

Below are Trinity Prep's four Core Competencies that apply to all employees of the organization.

We:

- Demonstrate Self-Awareness
- Ensure Accountability
- Communicate Effectively
- Cultivate Innovation

In addition, the receptionist/administrative support will exemplify Trinity Prep's Leadership Competencies by possessing and demonstrating the following:

- Self-Development
- Directs, Optimizes, and Plans Work
- Develops Talent

Position Summary:

The role of the receptionist/administrative assistant is versatile and requires extensive multi-tasking abilities. This individual is our first point of contact for our students, parents, vendors, partners, and visitors.

Strong interpersonal skills are necessary, as this individual communicates with every constituent. The receptionist must be a self-starter and driven problem-solver. Professionalism is expected in appearance and demeanor, and maintaining confidentiality is a must. Effective phone skills, excellent organizational skills, ability to prioritize workload and multitask are essential. Experience in a high-functioning administrative office is preferred. This professional will be part of a team of administrative support staff at Trinity Prep, assisting the entire school where and when needed. This position will remain open until filled.

Duties and Responsibilities:

- Possess the ability to work effectively in an environment with many interruptions, have exceptional interpersonal skills.
- Demonstrates tact, integrity, maturity, professionalism and respect to everyone.
- Develops a positive, welcoming, and caring climate in the front lobby, keeping it presentable at all times.
- Answers questions about Trinity Prep, takes and delivers messages or transfers calls to voicemail when appropriate personnel are unavailable.
- Monitors and addresses emails to the school.
- Updates the school's welcome message (office hours, inclement weather and other messages) as necessary throughout the year.
- Welcomes on-site visitors, determines the nature of business; issues visitor badges, and announces visitors to appropriate personnel.
- Signs for daily deliveries; receives, sorts, and routes mail; logs incoming checks.
- Coordinates facility use and maintains the school calendar.
- Collaborate with departments to coordinate room setups and ensure all event requirements are met.
- Coordinate technology needs for events, ensuring proper equipment setup and functionality.
- Checks in/out students coming and leaving the campus, assuring they have proper authorization to leave.
- Input, organize, and continually update electronic attendance records to ensure timely and accurate information is available.
- Track tardies, correspond with parents regarding student tardiness/absences in writing reports to the Upper School.
- Proactively respond to and/or coordinate attendance issues and communicate to the Assistant Head of Upper School.
- Maintains student records and files.
- Compiles and emails daily announcements and reminders.
- Assists personnel with the mailing and distribution of various documents and

- communications.
- Assists in coordinating special events.
- Files records for various departments.
- Maintains office and mailroom supplies.
- Must be a strong team player and assist other departments and staff as needed.
- Participates in the crisis communication team.
- Performs other duties as assigned by the supervisor.

As Administrative Support you will:

- Coordinate the registration, permission slip collection, and roster management (2-3 programs per month) for the school sponsored Robotics and Cyber Security team.
- Purchase ordering and tracking of department supplies to include classroom supplies, robotics team supplies and parts, and other consumables as directed by the Chief Technology Officer.
- Administrative support for department credit card reconciliation.
- Coordinate facility use and maintain the school calendar.
- Perform other duties as assigned by the Chief Technology Officer.

Qualifications and Experience:

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be comfortable with technology and learning new computer skills
- Must be able to work positively and diplomatically with people in demanding situations, maintaining a positive demeanor while working toward a resolution.
- Must be a strong team player and assist other departments and staff as needed.
- Proficient in Microsoft processing system, Google Apps Suite, and internet search protocol. Experience with online forms creator, online scheduling, and database management software such as Blackbaud, Veracross, Senior Systems and Finalsite is desirable.
- Must pass a Jessica Lunsford Level II background check and drug test.

Certifications Required:

- CPR/AED/First Aid can be obtained upon hiring.

Benefits:

- Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plans.

Employee Nondiscrimination Policy:

- Trinity Preparatory School is an Equal Opportunity Employer.

Safeguarding for Children and Youth:

- Trinity Preparatory School of Florida is committed to ensuring the safeguarding and well-being of its students and expects all faculty, staff, and volunteers to share this commitment. The recruitment process at TPSF is carried out in accordance with recommendations of the Episcopal Diocese of Central Florida on Protection for Children and Youth from Abuse and includes rigorous background checks prior to appointment and additional training after appointment.

Application Requirements:

- Interested candidates should complete an application through the below link:
[APPLY NOW](#)