



Montessori Seeds of Education, an AMI Recognized and AMS Member School, was established in the Summer of 2014. On February 3, 2020, MSOE moved to an amazing new property located on a 5.5 acre campus in beautiful, historic, yet progressive Moorestown, New Jersey and has been able to operate fully in-person and successfully during the pandemic. We are seeking to fill the Administrative Assistant position to support and report to the Head of School. The ideal candidate should be willing to grow with this position and have experience in working in a school setting, is a self-starter and a quick learner, is knowledgeable in computer skills, is consistent with time management skills, able to adapt and adjust to changes in the daily schedule and needs of the Head of School, be a good communicator on the phone and with emails respectfully and professionally (knowledge of Transparent Classroom – our communication tool is a plus!) has a good sense of humor, will collaborate with administrators, teachers, and parents, loves working in an environment with children on a daily basis, and will learn and embrace the policy and procedures of the Progressive and Collaborative Montessori Seeds of Education School.

MSOE is a dynamic and fast-growing community with a uniquely positive culture that is run in a non-traditional, forward-thinking manner. We are looking for a candidate who aspires to plant their roots and grow as and not use this position as a stepping stone in the career path.

There is support, cooperation, resources and engagement within our community including our Parent Association. Salary and other potential benefits will be competitive compared to like Montessori Schools. Our expectation of our Administrative Assistant candidate is to develop a passion for the mission of MSOE while embracing an environment of positive growth with room for future opportunities if desired. Please visit our website to see who we are and if you would enjoy being a contributing member of a collaborative, awesome environment and community, then we encourage you to apply here.