

Front Office Administrator

This is a highly visible position in a busy, open office area. The Front Office Administrator works closely with the entire administrative team and serves as the hub of information for students, parents, faculty and visitors. The Front Office Administrator assures the smooth operation of the day-to-day activities of the front desk. This position is 40 hours per week during the school year, and 20 hours per week (or as needed) during the summer holiday. It includes benefits. [There is the possibility of having a job-share for the right combination of people.]

Responsibilities for this position include:

Public Relations/Communications

- Act as the school's first contact for students, parents, faculty, staff, and visitors at the front desk and on the telephone
- Coordination of community communication through email correspondence, phone inquiries, online calendar, and newsletter

Support

- Provide administrative support for Faculty, Head of School, Admissions Director, Business Manager, Development Director, Facilities Manager and students.
- Provide administrative support for school correspondence, reports, projects, and events.
- Order school supplies and help track expenses for programs
- Liaison with Facilities Manager
- Conduct fire drills with Facility Manager
- Administer basic first aid on occasion
- Manage the various Google calendars for the school
- Coordinate student sign ups for bagel, pizza lunches, winter sports, afterschool activities etc.
- Order pizza every week!
- Help to manage the snack purchasing
- Oversee kitchen and copy office organization
- Coordinate After School Enrichment Programs
- Coordinate, maintain, and track programs, such as: pizza lunch, after school programs, after and before

Data and IT Management

- Maintain student files including updating database with health records, attendance, assessments, extra curricular programs, schedules, etc.
- Compile and send out student reports via email and postal mail.
- Update and distribute HMS parent handbook, phone directory (with Admin. Team)
- Update and maintain the HMS website
- Post and monitor information on social media sites

Licensure/Accreditation

- Coordinate and file Background Checks for employees
- Help with Early Childcare License, State Health Forms
- Assist with filing necessary forms and applications to uphold STARS status

Requirements:

- BA
- 3 years administrative experience
- CPR/First Aid (provided annually through school)
- A clear record through fingerprinting