



Operations Officers The Pingry School

**Types: 12-month, Full-Time Staff
Seasonal/Hourly, Part-Time Staff**

Position Summary

Members of the School's newly created Operations Department will report directly to the Associate and Assistant Directors of Operations, and partner with members of the School's Facilities Team and Summer and Auxiliary Programs department, all of which are under the authority and direction of the School's Chief Financial & Operating Officer. Positions are available on Pingry's Lower School Campus, in Short Hills New Jersey, and also on Pingry's Middle and Upper School Campus, in Basking Ridge New Jersey.

Key Responsibilities

Operations Officers will be visible and personable. They will act as stewards of Pingry's resources, reputation, and the safety of the school community, tasked primarily with Safety & Security and Site Management.

Safety & Security:

- Promote the safety and welfare of our entire community by implementing reception screening techniques and protocols while maintaining a friendly and warm welcome for guests.
- Thoroughly understand and implement the Standard Response Protocol, and Pingry's policies with regard to emergency operations and incident management.
- Understand and utilize the school's calendar, radio, security camera, telephone, and gate guardian systems in order to respond appropriately and helpfully in emergencies.

Site Management:

- Operations Officers will have a thorough understanding of what activities and event are taking place at Pingry throughout each day and who should be on campus, when, and for what purpose.
- Serve as a friendly yet strong gatekeeper to our school's buildings and resources.
- Reliably problem solve, armed with the necessary information and possible action steps, to effectively and efficiently resolve incidents that may arise.

Operations Officers will have a deep understanding of and commitment to the School's culture and its various components. They will be encouraged to apply for and participate in other roles on campus, including but not limited to: adjunct coaches, auxiliary programs instructors, school bus drivers, standardized test proctors, substitute teachers, and/or as temporary staff on a per-project basis.



Preferred Skills and Experience

- Excellent interpersonal and customer service skills.
- Ability to proactively identify and resolve operational problems and conflicts as they arise.
- Flexible and collaborative approach to resolving business issues as they arise.
- Ability to lift 50 lbs.
- First Aid / CPR/ AED training would be an asset
- Prior experience with Google business applications, in particular Gmail and Google Calendar, as well as an ability to quickly understand and master various web-based computer applications such as School Messenger, Gate Guardian, and Milestone X Protect.

Interested candidates should send a cover letter and resume to Patty Saburn, Director of Human Resources at adminhiring@pingry.org.

About Pingry

Founded in 1861, The Pingry School is an independent, coeducational, college preparatory day school for students in Kindergarten through Grade 12. Situated on two spacious campuses in Basking Ridge (6-12) and Short Hills (K-5), New Jersey, the school draws students of varied talents and diverse backgrounds from over 100 communities in the central New Jersey region. Pingry students participate in a demanding academic program, complemented by extensive co-curricular opportunities. Together, our two campuses serve approximately 1,100 students.