



THE PINGRY SCHOOL
Operations Officers

Type: 12-month, Full-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. Three (3) positions are available Upper School Campus, in Basking Ridge New Jersey. These positions will generally have hours between 2 pm and 9 pm on weeknights, and 9 am to 9 pm on the weekends, in a rotating shift.

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.
- Supply support, after school, in high traffic locations to aid in the safe movement of vehicles and students on campus.

- Reliably problem solve, armed with the necessary information and possible action steps, to effectively and efficiently resolve incidents that may arise.

Coaching:

- Coach two (2) levels (Middle School and Upper School) of a Pingry sports team in two seasons throughout the year, to be determined based upon the needs of the school in consultation with the Operations Officer.

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: auxiliary programs support, school bus drivers, standardized test proctors, substitute teachers, and/or as temporary staff on a per-project basis. Operations Officers will be required to earn First Aid AED/CPR Certifications and may be required to obtain a Commercial Driver's License (CDL) with appropriate endorsements.

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.
- 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.

Operations Officer
 Sample Season Schedule:

						S	SU
Fall	M	T	W	Th	F	9am-9pm	9am-9pm
MS / US Coaching 2pm-6pm	OPS 1	OPS 1	OPS 1	OPS 1	OPS 1		
MS / US Coaching 2pm-6pm	OPS 3	OPS 3	OPS 3	OPS 3	OPS 3		OPS 3
2pm-6pm OPS	OPS 2	OPS 2	OPS 2	OPS 2	OPS 2	OPS 2	
6pm-9pm OPS	OPS 1	OPS 1	OPS 1	OPS 1	OPS 1		
Winter	M	T	W	Th	F	S	SU
						9am-9pm	9am-9pm
MS / US Coaching 2pm-6pm	OPS 3	OPS 3	OPS 3	OPS 3	OPS 3		
MS / US Coaching 2pm-6pm	OPS 2	OPS 2	OPS 2	OPS 2	OPS 2		OPS 2

2pm-6pm OPS	OPS 1	OPS 1	OPS 1	OPS 1	OPS 1	OPS 1	
6pm-9pm OPS	OPS 3	OPS 3	OPS 3	OPS 3	OPS 3		
Spring	M	T	W	Th	F	S 9am-9pm	SU 9am-9pm
MS / US Coaching 2pm-6pm	OPS 1	OPS 1	OPS 1	OPS 1	OPS 1		OPS 1
MS / US Coaching 2pm-6pm	OPS 2	OPS 2	OPS 2	OPS 2	OPS 2		
2pm-6pm OPS	OPS 3	OPS 3	OPS 3	OPS 3	OPS 3	OPS 3	
6pm-9pm OPS	OPS 2	OPS 2	OPS 2	OPS 2	OPS 2		
Summer	M	T	W	Th	F	S 9am-9pm	SU 9am-9pm
Summer Assistant Rental Coordinat or 8-6	OPS 1	OPS 1	OPS 1	OPS 1	OPS 1		

BAC 8-2	OPS 2	OPS 2	OPS 2	OPS 2	OPS 2	OPS 2	
BAC 2-8	OPS 3	OPS 3	OPS 3	OPS 3	OPS 3		OPS 3