



Office Manager - Lower School

Role Title:	Office Manager
Exempt/Non-Exempt:	Exempt
Reports to:	Lower School Head
Direct Reports:	None

Main Purpose of the Role

The Lower School Office Manager is responsible for managing and coordinating the day-to-day administrative functions while simultaneously addressing the needs of the students, parents and also supporting the staff, faculty, and Lower School Head in the Lower school office.

Key Responsibilities:

(The primary tasks, functions and deliverables of the role)

- Responsible for all LS Registrar functions, records requests, ensuring academic quality and data entry for student record files. Manages LS scheduling including new faculty input and course requests;
- Oversees the LS grade submission process to ensure timely submission, resolving glitches, reviewing content, as well as, running and posting grade reports;
- Communicates with new families through onboarding, including; fielding calls and inquiries regarding the LS program;
- Prepares and sends LS wide emails;
- Assists with Lower School budget management including reconciling school credit card purchases, managing spreadsheet and preparing and submitting expense reports;
- Provides faculty support regarding maintaining supplies, ordering office supplies and teacher resources, booking trips and sub-folders;
- Assists with and coordinates LS Program events;
- Oversees LS procedures to include the creation of Phone Tree, the emergency management system and acts as the Fire & Lock Down Drills Captain;
- Oversee the Lunch/Recess attendants and arrange for coverage in their absence
- Responsible for covering the LS office during lunch and absences;
- Complete special projects and other duties as assigned

Skills and Competencies

(The abilities that the individual needs in order to perform this role effectively)

- Ability to take initiative and use appropriate discretion

- Ability to multitask and work well in a fast-paced environment
- Work collaboratively and thoroughly
- Excellent communication, interpersonal and judgment skills
- Ability to filter and prioritize communications
- Independent
- Excellent organizational skills
- Proficiency in Google
- Must be able to create a management system whereby information is complete, thorough, well-documented, and easily accessible
- Ability to work in a confidential environment
- Attention to detail

Qualifications:

Bachelor's degree

Minimum of 3 years' experience in administrative support