

Bishop England High School

Front Office Administrative Specialist

We are seeking a joyful, positive, and proactive Front Office Administrative Specialist to serve as a vital link between our students, families, staff, and visitors. As the primary administrative anchor at our main entrance, you will set a tone of warmth and hospitality while orchestrating daily front office operations. This dynamic role requires an adaptable self-starter who brings composure to a bustling school environment, maintains strict confidentiality, and approaches every task with exceptional attention to detail.

Classification: Non-Exempt, Hourly (Full-time, 40 hours per week)

Reports To: Director of Admissions

Key Responsibilities

- **Administrative & Operational Support:** Execute daily office operations, manage communications, and maintain accurate records with strict confidentiality and meticulous accuracy.
- **Front-Line Hospitality:** Provide a warm, polished, and professional presence for visitors, students, and staff, serving as a helpful and reassuring resource for the school community.
- **Problem Solving & Workflow:** Anticipate daily operational needs, resolve emerging issues independently, and maintain order with absolute flexibility in a fast-paced environment.
- **Technology & Systems Support:** Utilize Microsoft Office Suite and internal administrative software to support school communications, scheduling, and record-keeping.

Qualifications & Desired Attributes

- **Mission-Driven:** Deep passion for Catholic education and the ability to share our values with enthusiasm; serves as a credible witness to our faith.
- **Character & Presence:** Polished professional presentation with a joyful, resilient disposition; remains calm, confident, and steady under pressure.
- **Detail & Discretion:** Exceptional organizational skills and high attention to detail, with an absolute commitment to maintaining sensitive and confidential information.

- **Proactive & Independent:** A resourceful problem solver who works effectively with minimal direction while remaining an engaging, collaborative team player.
- **Technical Skills:** Tech-savvy and proficient with Microsoft Office Suite (Word, Excel, Outlook, Forms & TEAMS).
- **Experience:** Bachelor's Degree; background in school environments, Human Resources, executive office support, or student-facing roles are highly valued.