



**Front Desk/Office Manager  
University Avenue Campus**

**SUPERVISOR:** Director of Advancement

**HOURS:** Full-time, as determined by duties/responsibilities

**STARTING:** June 24, 2019

**CONTACT:** Please send resumes and cover letters to Carmen Scott, [cscott@theberkeleyschool.org](mailto:cscott@theberkeleyschool.org)

**POSITION OVERVIEW:** The Front Desk/Office Manager on our University Avenue Campus is the first point of contact for all visitors and plays a critical role in greeting, guiding, and managing interactions between currently enrolled families and the school, as well as between all other visitors and the school. In addition, as office manager, this individual coordinates and supports administrative activities and processes that take place at the University Avenue Campus.

The University Avenue Campus Front Desk/Office Manager is expected to foster effective partnerships among faculty, staff, and families; to create and sustain a positive environment for children's academic and social-emotional learning; to participate in and support a collaborative team atmosphere among co-workers; to be accessible, approachable, and welcoming to all; to manage confidential situations with discretion, respect, and sensitivity, and to provide a consistent sense of stability in an ever-changing and dynamic environment.

**PREFERRED QUALIFICATIONS:**

- high degree of personal and professional organization.
- demonstrated understanding of and commitment to practices that promote inclusivity, diversity, and cultural competency among all community members.
- comfort and ease with communicating to, with, and among various constituencies: children, families, faculty, and administrators.
- flexibility and creativity; ability to perceive constraints, work within them, and find solutions independently, quickly, and effectively.
- ability to design, implement, and monitor processes that yield desired outcomes and fit required time frame.
- ability to prioritize multiple tasks and responsibilities quickly and effectively in service of the school's mission, strategic priorities, and daily operating needs.
- sense of humor and resiliency.
- ability to manage expectations and boundaries: balancing commitment to children, professional duties, and the school with commitment to self-care and personal growth.
- ability to communicate clearly, decisively, and accurately, showing appropriate consideration for circumstances and audience.
- ability to operate autonomously and proactively in the context of a leadership team.

## **PRIMARY POSITION RESPONSIBILITIES**

- Manage Front Desk responsibilities:
  - answer phones and greet/assist visitors from 8:00a-4:00p; ensure front desk coverage and front entrance monitoring are in place at all times
  - knowledgeable and comfortable giving admissions tours, as needed
  - act to keep school safe and secure, ensuring visitor, volunteer, and student sign in/out
  - maintain physical space of front reception area, hallway, staff mailbox area, copy room, and all general areas of the administrative section of the building
- Oversee selected aspects of health at the University Avenue Campus.
  - care for sick or injured students, triaging, contacting necessary parties (families, doctors, etc.), and determining whether further action needs to be taken
- Manage attendance records for all K-8 students.
- Event support, as needed
- Order and maintain all school supplies for teachers and faculty, in coordination with business office; manage office supply inventory, assuring basic resources are available at all times.
- Coordinate staff/faculty/board hospitality for meetings and special events.
- Prepare and manage internal and external school calendars, using Google Calendar to add dates to TBS Master Calendar as requested and according to Master Calendar Process. Note conflicts and resolve in advance whenever possible.
- Coordinate and manage all community mailing projects and processes, coordinating with division heads and other administration team members to ensure timely, complete mailings.
- Maintain student records
- As requested, provide other parties with information regarding student enrollment and progress at TBS, including, but not limited to, preparing records/paperwork for transfer to other schools.

### **Overview of the School:**

Founded in 1963 as Berkeley Montessori School, The Berkeley School is an intentionally small, community-oriented school of 285 students from early childhood through middle school. The Berkeley School believes that a focus on civic engagement guides students to achieve their full potential as scholars, as changemakers, and as active citizens of the world.

Salary and benefits are competitive and commensurate with experience. We are an equal opportunity employer and do not discriminate on the basis of race, ethnicity, age, gender, sexual orientation, or gender identification.