



**POSITION AVAILABLE BEGINNING AUGUST 2019:  
MACARTHUR CAMPUS OFFICE MANAGER & RECEPTIONIST**

JOB TITLE:	Office Manager & Receptionist	HOURS	7:30 am – 3:30 pm
DIVISION:	MacArthur Campus/Middle School	WORKED:	Monday-Friday; periodic overtime required
REPORTS TO:	Ann Adams, MacArthur Campus Director	STATUS:	Regular Full-time

**I. ORGANIZATION**

St. Patrick's Episcopal Day School, located in the Palisades section of northwest Washington, D.C., is a parish day school enrolling more than 480 students on two campuses. The program begins at the three-year-old Nursery level and continues through Grade 8. St. Patrick's students, whose families live throughout the Washington, D.C. metropolitan area, go on to a variety of fine independent schools upon graduation.

The Upper School, one of three divisions comprising St. Patrick's, includes Grades 4 and 5 on the Whitehaven Campus and Grades 6 to 8 on the MacArthur Campus, located a half mile away. This position is located on the MacArthur Campus, where 15 full-time and five part-time (on that campus) faculty and staff work with approximately 120 students in Grades 6 to 8.

**II. FUNCTION STATEMENT**

The Office Manager & Receptionist will work independently and in a team environment to support the Day School's front office operations on the MacArthur Campus. The first focus of this position is to assist with the logistics of the school day by providing general administrative and clerical support, including the scheduling of conferences, field trips, and substitute teaching. The second focus of this position is to attend to visitors and respond to inquiries on the telephone, via email, and face-to-face. For in-person inquiries and front-door management, the safety and security of students and faculty and staff should be at the forefront of all interactions. All interactions should also ensure a warm and welcoming environment where students, parents, faculty and staff, and visitors feel welcome when first greeted—and then throughout the day—by the Office Manager & Receptionist.

**III. RESPONSIBILITIES**

1. Attend to visitors, parents, students, and faculty and staff: 50%
  - Answer telephone, screen and direct calls
  - Greet persons entering the MacArthur Campus building
  - Ensure that all visitors are properly identified and issued with temporary visitor passes
  - Direct persons to correct destination and accompany them to that location, as needed

- Monitor visitor access and maintain security awareness
  - Assist Admission Office with scheduled tours of the MacArthur Campus
  - Assist students with minor Health Office needs
2. Provide general administrative and clerical support: 40%
- Prepare correspondence and documents
  - Receive and sort mail and deliveries
  - Schedule appointments
  - Maintain appointment calendar electronically
  - Organize conference and meeting room bookings
  - Coordinate meetings and organize catering
  - Monitor and maintain office equipment
  - Control inventory relevant to reception area and faculty copy room
  - Maintain a welcoming and tidy reception area and faculty copy room
  - Maintain building repair request log
  - Assist with filing of documents and mailings as needed
  - Maintain attendance and dismissal and other student records, as needed
  - Maintain daily message board
  - Maintain daily bus calendar
  - Organize and schedule substitutes for the middle school building
  - Coordinate field trips and student transportation
  - Assist with Room Parent communication
3. Other duties as assigned 10%

#### **IV. QUALIFICATIONS, SKILLS, AND ATTRIBUTES**

Supervision: Requires minimal supervision.

Supervisory Responsibility: None.

#### **Work Experience, Training, or Education Required:**

1. High school diploma required, bachelor's degree preferred
2. Knowledge of administrative and clerical procedures
3. Knowledge of computers and relevant software application for security check-in
4. Knowledge of customer service principles and practices
5. Knowledge of digital phone systems
6. Knowledge/experience using G Suite by Google including Google Docs, Google Slides, Google Sheets, and Google Drive

#### **Skills Required:**

1. Ability to use sound judgment and work independently
2. Ability to work closely with all constituencies, including middle school-aged students, faculty and staff, administrators, parents, and visitors
3. Strong verbal and written communication and organizational and interpersonal skills
4. Ability to work in a collaborative manner

## **V. WORKING CONDITIONS**

**Physical Demands** include standing and walking (retrieving files, delivering documents, to copier, fax, and classrooms), sitting (working at desk), lifting (some, 25 lbs. or less), handling (paperwork), and speaking (students, faculty and staff, parents, visitors)

Start Date: August 19, 2019

Individuals interested in applying for this position should submit a cover letter and resume directly to [hr@stpatsdc.org](mailto:hr@stpatsdc.org). No phone calls, please.