



**Title:** Office Manager  
**Hours:** Non-exempt. To be coordinated with the School's operation and needs  
**Reports to:** Head of School

**Overview:** Trinity School is a premier elementary day school serving preschool to Grade 5 in Menlo Park, CA. A purposefully small school, Trinity has partnered with parents for over fifty years to grow children, one at a time, into motivated and capable problem solvers with big hearts. Trinity School continues this tradition by envisioning the role of Office Manager as a culturally adept and inclusive individual who is a welcoming “first face” for Trinity School an efficient and effective manager of the duties outlined below. Building on the past strength of the Trinity Community, the Office Manager supports all constituencies of Trinity School to thrive in its ever evolving robust learning environment.

**Job Summary:** The Office Manager represents the mission of the School through front desk receptionist duties, performs a wide variety of specialized clerical functions such as the compiling and arranging of data, preparing reports, managing current student records, managing office supplies and equipment. Under the Head's direction, she/he performs secretarial, confidential, and administrative assignments utilizing planning organizing and scheduling of the work involved.

**Credentials and Expertise:**

- Mastery of subject or specialty area as evidenced through previous work experience or accomplishments
- Experience in independent schools and not-for-profit sector preferred
- Familiarity with suite of tech tools such as (such as MS Office, WordPress, Rediker, Ravenna, Google Drive, other) that increase office efficiencies

**Responsibilities:**

1. Upholds the mission of Trinity School
2. Upholds the NAIS and CAIS Principles of Good Practice for Admission
3. Creates a welcoming environment in the reception area. Front desk (phones and visitors) and office manager duties from 7:30 AM to 4:00 PM with 30 minute unpaid lunch
4. Supports Head of School: manages mail, sets appointments, follows up on communications as needed, makes travel arrangements, manages filing systems as requested, prepares meeting room and coordinates food and collateral for Board of Trustees meetings, and completes projects as assigned
6. Performs routine receptionist duties:
  - a. Greets visitors, dispenses visitor badges, and answers phones

- b. Provides minor first aid to students
    - i. Maintains an injury log for injuries more serious than a minor cut including all head injuries and distribution of any medication
    - ii. Notifies parents when necessary of any logged injury
    - iii. Is prepared to follow procedures for Emergency Preparations
  - c. Handles all incoming and outgoing mail and packages
  - d. Arranges for mail to be held at post office or delivered to Church Office during vacations
  - e. Maintains cash receipts
  - f. Maintains the neat and professional appearance of the reception area
  - g. Maintains student, parent, and personnel databases
    - i. Is the administrative point person for student database on Rediker
    - ii. Manages accuracy of student data and daily attendance as necessary
    - iii. Collects re-enrollment data from June mailing and updates database
  - h. Schedules use of School facilities for meetings, use of kitchen or Great Hall, or the Church by teachers and TPA, checking with Church Office for use of shared facilities. Communicates with maintenance staff for room layout and set up if needed
  - i. Maintains student files including health information and standardized testing results
  - j. Maintains school event, internal, and personnel attendance calendars
  - k. Maintains office supplies and places classroom orders as requested
  - l. Ensures various office machines are in operational order
7. Produces and collates mailings/publications as requested including the Summer Mailer
  8. Assists Development or Admission Offices with large mailings, providing labels and stamps as requested and assisting with collation and mailing, particularly annual fund, Christmas cards, and the January re-enrollment mailing
  9. Produces the Trinity Talk and prepares related communications for distribution
  10. Publishes and distributes the annual School Directory and Parent Handbook
  11. Tracks employee attendance and arranges for substitute teachers
  12. Prepares and submits annual forms required by governing bodies including:
    - a. Private School Affidavit
    - b. Kindergarten Immunization
    - c. First Grade health check-ups
  13. Distributes contagion advisories in a timely manner
  14. Collects middle school recommendation and request for records forms and distributes these to the Head, Grades 4 and 5 teachers prior to December break
  15. Prepares middle school applicant packets for distribution to the middle schools
  16. Sends cumulative records as requested by other schools

17. Is the administrative point person for:
  - a. Dennis Uniform company
  - b. Student photography
  - c. Receives recycled uniforms and coordinates with TPA Unicycle Chair
18. Prepares Emergency tags for Emergency Preparedness Process
19. Prepares and distributes emergency forms to teachers for field trips
20. Prepares, updates, and maintains the Board of Trustees website on WordPress and ensures that Board members have access to posted documents as required
20. Performs other duties as assigned

This job description describes a general category of jobs. The employee may be assigned other duties, in addition to or instead of those described here, and any duties are subject to change at any time according to the needs of the School.

**Knowledge, Skills, and Abilities:**

- Excellent written and verbal communication skills
- Ability to draft letters and documents, including PowerPoint presentations for the Head of School
- Knowledge of tech tools such as MS Office, WordPress, Google Drive tools, a must
- Working knowledge of school software such as Ravenna, Rediker, a plus
- Excellent organizational skills: accurate and attentive to detail
- Strong filing skills
- Effective time/project manager
- Able to manage several projects simultaneously
- Knowledge of computer applications related to job functions
- Mature, energetic, intelligent with professional demeanor
- Good judgment and creative problem-solving
- Commitment to development of relevant professional knowledge, skills, and abilities
- Cheerful, flexible self-starter
- Outgoing, and optimistic with well-developed interpersonal skills
- Thrives in fast-paced environment
- Team player
- Ability to resolve conflicts while maintaining the rights and human dignity of all parties
- Trinity School is a non-smoking environment

**Performance Review:**

Based on this job description and annual goals progress and reporting

Please respond to this posting by sending a resume and cover letter to [cmcwilliams@trinity-mp.org](mailto:cmcwilliams@trinity-mp.org).