POSITION ANNOUNCEMENT: UPPER MIDDLE SCHOOL OFFICE ASSISTANT

The Upper Middle School is comprised of 6th, 7th, and 8th grade with approximately 240 students. Students have a bustling and dynamic schedule of classes ranging from core academic classes, the introduction of language study, and a robust offering of music, visual art, and theater elective classes. Our philosophy centers around fostering the curiosity of children and supporting them in making school joyful, inclusive, and fulfilling.

The Upper Middle School Office Manager works to complete a variety of tasks in support of students in 6th–8th grade. Communication is key in this role, with a requirement for moving gracefully between the needs of families, teachers, students, and administrators. The position requires a detail-oriented and visionary approach to systematization and prioritization of tasks, as well as the flexibility to meet the myriad needs of a bustling division. This person has infinite patience, a love of children, a sense of humor, an equity mindset, strong written and verbal communication skills, and deep comfort with technology. Our ideal candidate can listen to and help children and adults navigate a wide array of issues while maintaining appropriate boundaries.

The Upper Middle School Office Manager reports to the Head of the Upper Middle School.

ABOUT SAINT ANN’S SCHOOL

Since its founding in 1965, Saint Ann’s has embraced a commitment to education for its own sake, oriented to the capacities of each individual student and free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. With a faculty and staff numbering close to 400, and nearly 1100 students, Saint Ann’s is among the largest and most selective independent schools in New York City. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a love of learning and sustain creative energy in every field of endeavor. We accomplish this by bringing together talented teachers with creative and motivated students. Saint Ann’s is committed to centering anti-racism in the life of the school. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth.
RESPONSIBILITIES

Team Support and Operations
- Overseeing office efficiency, practices, and procedures in collaboration with the Division Head
- Support, guide, and oversee office work streams for part time office staff and/or office assistants to ensure a smoothly operating division office
- Systematizing and streamlining office operations (i.e. checklists, student meetings, etc).
- Update school-wide calendar for division specific events
- Support the Head of the Upper Middle School and Grade Deans as necessary with scheduling and other administrative tasks

Event Planning
- Assisting in the planning, coordinating, and execution of Parent-Teacher Conferences
- Coordinate overnight trips and grade-wide events.
- Serving as the division liaison for department field trips
- Assist with organization and support for annual division-wide academic testing

Communications
- Serving as the initial touchpoint for students, families, and faculty in the Upper Middle School office
- Drafting correspondence and communication to families and staff, as well as coordinating with the Director of Communication for division-wide communication
- Coordinating with other divisions and offices to tackle school-wide initiatives
- Ensure student records are accurate and accounted for, and generate student-specific and year-long reports
- Work with department heads to resolve any division-specific needs that may arise, and assist with event execution and communication (i.e. performances)

Finance
- Reconcile the UMS budget and oversee finances with the Division Head and finance office
- Forecast budget for the year and make adjustments as needed with support from the Finance Office
- Oversee the ordering of supplies, materials, and office necessities throughout the year

The Coordinator will perform these and other administrative tasks, as assigned by the Head of the Upper Middle School and in collaboration with deans, in a lively office simmering with students, teachers, and visitors.
PERSONAL AND PROFESSIONAL REQUIREMENTS

A Bachelor’s degree is required, and excellent written and oral communication skills are key. Applicants should be able to demonstrate experience related to education, work with children, and an office environment. Fluency with the Google Apps and Microsoft Office suites of programs. Experience with the Veracross school database system is a plus.

COMPENSATION

This is a full time exempt administrative position with a competitive compensation package including benefits. Annualized salary range of $48,000–$53,000 commensurate with education and experience.

TO APPLY

Interested candidates should submit their letter of interest and resume to this link. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Anticipated start date of mid-August, 2024. Position is open until filled.

NOTICE OF NONDISCRIMINATORY POLICY

Saint Ann’s School admits students of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person’s actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.