



## SAINT ANN'S SCHOOL

### POSITION ANNOUNCEMENT: High School Office Assistant

Saint Ann's School seeks an Assistant for our High School Office beginning with the 2025–26 school year. The High School Office Assistant works to complete a variety of tasks that support a bustling office filled with exuberant and irreverent students. Steady contact with teachers, parents, and young adults enlivens the day and provides a background for a routine of office work. The position requires a detail-oriented and thorough approach to organization, accompanied by a strong ability to pivot in the moment and shift priorities if needed. The High School Office Assistant position is a full-time role, reporting to the Head of the High School.

In the high school, our students are given great freedom—to achieve, to trust themselves, and to find deep satisfaction in learning for its own sake. The high school curriculum is a realm of possibilities where faculty and students meet. It is a substantive and dynamic means to engage every student. It is flexible and responsive so that, whenever feasible, our students undertake accelerated or specialized work in subject areas ranging from music to calculus to Chinese, based upon talents and interests rather than age or grade. Intellectual radiance is born of experimentation, idiosyncrasy, tolerance, and mutual respect. Despite their prevalence in other secondary schools, we continue to eschew formally designated Advanced Placement courses, giving our teachers freedom to customize their classes and to develop their own electives based on their most lively current interests. We recognize each student's areas of strength and weakness while not using these as any kind of predictive, fixed measure for that student's future. Whimsy, humor, and an atmosphere of intellectual and artistic adventure are seen as valuable aids to daily discovery.

### 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 approximately 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

The High School Office Assistant will perform administrative tasks as assigned by the Head or Associate Head of High School, in a lively office simmering with teenagers, teachers, and visitors, including:

- Monitoring High School Office (HSO) financial transactions and receipts to keep the budget on track.
- Tracking/reporting on all HSO payables, including monthly spending and chaperone remuneration.
- Supporting and managing the calendars for the Grade Deans and the Head of the High School.
- Managing HSO supplies for office staff, students, and faculty.
- Maintaining accurate, real-time student attendance records in our database system (including athletic excusals, field trip information, etc.), and disseminating information to deans and teachers as appropriate.
- Maintaining/processing student forms and records including transcripts and working papers.
- Coordinating and planning school events including parent/teacher conferences, theatrical/musical matinees and more.
- Organizing and disseminating daily assembly announcements.
- Managing the checklist and anecdotal report process, including copy edits and document distribution.
- Assisting in the planning of other large-scale events, including the Senior Cruise, grade-wise retreats, graduation, etc.
- Answering telephones, checking voicemail daily, office email, etc.
- Collaborating with other administrative offices as necessary.
- Daily student/faculty coordination including reserving rooms.
- Maintaining and updating calendar events.
- Coordinating division events including field trips, rehearsals/performances, games



## PERSONAL AND PROFESSIONAL REQUIREMENTS

The ideal candidate for this post is diligent in following up on numerous tasks at once and has a healthy sense of humor. Applicants should be skilled at working with children and families from a variety of backgrounds, as the position requires discretion, authority, and an easy rapport with adolescents.

- Bachelor's degree preferred
- Mature, sensitive, and consistent
- Excellent written and oral communication
- Demonstrated experience working with children
- Demonstrated work experience related to education and office administration
- Fluency with all Google Apps and Microsoft Office suites of programs
- Familiarity with spreadsheet formulas
- Relational database experience is a plus
- Experience with the Veracross school database system is a plus

## COMPENSATION

This is a full time non-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 cover letter 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, 2025. Position is open until filled.



## **NOTICE OF NONDISCRIMINATORY POLICY**

Saint Ann's School hires employees 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 employees 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.