



JOB DESCRIPTION FRONT OFFICE & ADMINISTRATIVE ASSISTANT

Oak Hall Episcopal School (OHES) seeks a full time Front Office & Administrative Assistant to commence July 3, 2023, or a negotiated date.

The ideal candidate will understand that s/he is both the face of the School to parents and guests, while also being an integral part of the behind the scenes running of the institution. It is crucial that the Front Office & Administrative Assistant is flexible, organized, and a team player.

The Responsibilities Include:

- Assume the primary responsibility of the daily operation of the School office in a positive and professional manner;
- Maintain an attractive, neat, and comfortable reception area, work area and nurse's station;
- Greet and meet School patrons on the phone as well as in person;
- Receive telephone calls and route messages;
- Respond to written and oral requests for information;
- Welcome all guests courteously, determine their needs, check appointments, and direct or escort them to the proper person, as necessary;
- Maintain the School records and files in an orderly and professional manner, and send School transcripts as requested; request and receive records for incoming students;
- Upload grades electronically, and print and mail report cards every quarter;
- Maintain all School correspondence as well as e-mail communication with parents;
- Produce and distribute daily bulletin and weekly school newsletter; maintain and update School's Facebook page and L. E. D. school sign; upload pertinent information to School website (i. e. newsletter, lunch menu, calendar);
- Maintain Headmaster's schedule;
- Assist in preparing and submitting reports/correspondence as directed by the Headmaster;
- Assist Headmaster in implementation of student activities, typing correspondence as needed for the Headmaster or Business Manager;
- Assist students with medical and personal situations and dispense medications as prescribed by school policy and the student's physician;
- Maintain medication log;
- Maintain up-to-date cumulative health records on all students;
- Maintain student attendance and tardiness;
- Assign & maintain Middle School locker and lock assignments;

- Serve as the School's representative and coordinator with outside vendors, office machine representatives, and others delegated by the Headmaster;
- Inventory and order all office supplies and office forms;
- Order all curriculum, purchase requests, etc. in preparation for the upcoming school year. Distribute all necessary supplies to classrooms;
- Book bus transportation with Ardmore City Schools; and,
- Coordinate designated School fund-raising projects, as well as serve on the Auction Committee.

Additional Responsibilities Include:

- Assist in preparing for, and working at, fundraising and friend-raising activities. Some of these functions will be outside of regular school hours;
- Attend School functions outside of regular school hours as required. These functions include, but are not limited to:
Parent-Teacher Conferences;
Dinner Theater;
Auction;
Back to School Night;
Chili Cook-Off & Fall Festival; and,
Episcopal Schools Celebration;
- Attend Professional Development and Teacher Workdays;
- Attend Faculty Meetings (when appropriate); and,
- Any other duties as assigned by the Headmaster.

Requirements:

- Suitable experience managing a busy office (some school experience preferred);
- Ability to organize time and prioritize tasks;
- Strong interpersonal and written/verbal communication skills;
- Computer proficiency;
- Experience managing volunteers;
- Genuine affinity for working with children and families in an educational setting; and,
- Sense of humor.

The successful candidate will be required to pass a background check and complete the school modules of the Safe Church program, and CPR/AED training.

About Oak Hall Episcopal School:

Oak Hall Episcopal School, accredited by the Southwestern Association of Episcopal Schools and recognized by the Oklahoma State Department of Education, is located in Ardmore, Oklahoma. Currently, OHES enrolls just over 120 students, Early Childhood Three Years Old through the Eighth Grade.

Founded in 1977, the School affiliated with the Episcopal Diocese of Oklahoma in 1990, and moved to its present, purpose-built location in 1996. OHES offers a full curriculum of subjects, religious education classes and daily Chapel. Classroom work is augmented by a variety of afterschool sports, arts, and special interest activities. All classes take place in a safe, nurturing, and joyful learning environment.

Oak Hall Episcopal School is dedicated to the intellectual, creative, physical, social, emotional, and spiritual growth of each student to his or her potential, within a Christian environment in the Episcopal tradition.

How to apply:

Please contact the Headmaster, Ken Willy, by phone: (580) 226-2341 or by e-mail: ken.willy@oakhallschool.com with questions about this position and/or to learn more about Oak Hall Episcopal School.

Interested candidates should e-mail their application, consisting of cover letter, resume, and professional references, directly to the Headmaster.

Oak Hall Episcopal School – Where Every Student is Nurtured, Known, and Loved!