



## **Job Announcement**

### **Position: Front Office Manager**

**Reports to: Director of Operations**

**100% FTE, position open until filled**

*Brandeis Marin is an independent, co-educational Jewish day school that serves 195 K-8 students and their families in San Rafael, California. Our community reflects the diversity of the Marin Jewish communal fabric as well as the varied religious, cultural and socio-economic tapestry of the world around us. We provide an innovative, project-based education infused with spiritual exploration and discovery. Our community values partnership, open-mindedness and thoughtful intentionality. Our staff and faculty members are dedicated and good-humored and are role models of kindness, caring and integrity.*

*Brandeis Marin does not discriminate on the basis of race, color, religion, gender identity, national origin, ancestry, sexual orientation, age, or any other characteristic protected by law.*

### **Role Description**

The Front Office Manager is responsible for completing all clerical responsibilities that reside in the front office & adeptly acting as the first point of contact with all school visitors and phone inquiries. Record, manage and track daily student attendance

### **Primary Areas of Responsibility:**

#### **Reception**

Supervise the front office associate

Answer phones

Greet visitors and help with check-in

Answer doors

Manage the flow of visitors

Organize and manage student medicine, injuries, calls home, etc.

### **Support auxiliary programs**

Registration, billing, attendance, logistics for PM Care, after-school Enrichment classes, after school sports

Special events ordering and logistics

Manage school transportation ridership lists

### **Schoolwide logistics**

Manage Student records and files, including attendance

Order and maintain office supplies

Order classroom supplies

Manage deliveries

Manage vendor contracts and logistics for lice checks, school picture days and COVID testing

Maintain school forms such as emergency forms, volunteer driver forms, permission slips

### **Other**

- Perform other duties as assigned by the Head of School
- Assist the relevant senior leadership team members with maintaining vendor contracts
- Maintain strict confidentiality handling the sensitive information of the school and families

### **Skills and qualifications**

- A college degree
- Minimum of 5 years professional experience in office management, preferably in an independent school
- Demonstrates excellent social skills and strong organizational skills, as well as detail orientation
- Proven ability to attend to multiple tasks and be able to work closely together with other faculty, staff and parents
- Excellent communication skills, both written and verbal
- A collaborative, team player
- A mission-driven people person with an ability to inspire and enlist the support of others
- Technical Skills: Knowledge of Excel, Google Suite, MS Office products

### **Physical Requirements and Work Environment**

- Occasionally lift up to 30 pounds
- Generally works in standard office conditions and climate

If you are interested in applying for this position, please send a cover letter and resume to [jobs@brandeismarin.org](mailto:jobs@brandeismarin.org).