

**TRENT CAMPUS ADMINISTRATIVE ASSISTANT
THE EPIPHANY SCHOOL OF GLOBAL STUDIES
JOB DESCRIPTION**

JOB GOAL: To assist the division with the administrative operations of the school.

Reports To:

- Director of the Middle and Upper Schools

Supervises:

- Trent Campus Volunteer Receptionists

RESPONSIBILITIES:

- Perform clerical duties required by activities and functions of the workplace including:
 - Preparing and sending correspondence
 - Receiving and distributing incoming and outgoing mail
 - Receiving and distributing freight deliveries
 - Receiving and distributing intercampus mail
 - Setting up and maintaining files
- Greet visitors and direct/escort them to the appropriate area
- Prepare materials for dissemination to school, staff, parents, and community
- Oversee operation and maintenance of office equipment and report malfunctions for necessary repairs
- Maintain school records through Rediker, Epiphany's student data management system
- Maintain and/or process all student cumulative records by grade level and alphabetically
- Serve as the school's registrar with school records
- Instructional and Non-Instructional Substitutes
 - Generate and maintain an active list of approved substitute teachers
 - Be the first point of contact for teachers who need a substitute
 - Arrange and track use of substitutes
- Run background checks and maintain list of approved volunteers
- Coordinate, schedule, and oversee volunteer receptionists and lunch volunteers
- Perform financial duties required, including:
 - Collecting fees due
 - Issuing receipts for all cash transactions or otherwise as requested
 - Completing funds received forms
 - Preparing deposits
- Complete summer orders of consumable, instructional, and supply inventory
- Maintain supply inventory throughout the year
- Maintain the Trent Campus activity calendar
- Organize/plan annual Senior Dinner on the Trent Campus
- Order commencement supplies (gowns, diplomas, supplies, etc.)
- Make arrangements for meetings and conferences as necessary
- Provide miscellaneous clerical services for various organizations and committees at the school

- Keep supervisors informed of potential problems or unusual events
- Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment, including telephone communications
- Demonstrate initiative in identifying potential problems or opportunities for improvement
- Respond to inquiries and concerns in a timely manner
- Provide administrative support to teachers to include photocopying and other duties as requested
- Prepare/assist in the preparation of all required report cards/progress reports
- Occasionally provide student supervision, as needed
- Support campus safety initiatives, including securing of doors and safety drill preparations
- Collect monthly lunch orders
- Administer daily medications for students
- Submit approved maintenance requests
- Provide teachers and administrators with a list of allergies, custody alerts, etc.
- Provide care for injuries and illness
 - Document aid given
 - Contact parent/guardian as needed
- Filter all incoming phone calls (external) for division administrators
- Demonstrate initiative in the performance of assigned responsibilities
- Be punctual with good attendance habits
- Ensure adherence to good safety standards
- Model and maintain high ethical standards
- Limit use of personal cell phones
- Be mindful of non-school related communications
- Demonstrate for the school and its mission and principles
- Provide support on an as needed basis to divisional director and other leadership staff
- Maintain a professional/educational atmosphere as the main point of contact for visitors on Trent Campus

QUALIFICATIONS:

- High School Diploma required, Bachelor Degree preferred
- Willing to become a Notary Public
- Proficient in G Suite and Microsoft Office
- Competent in the proper use of English grammar
- Excellent verbal and written communication skills
- Ability to communicate effectively with all constituents in a school environment
- Ability to multitask with a diverse array of tasks and timelines
- Maintain confidentiality regarding school/workplace matters
- Ability to use basic office equipment
- Ability to lift up to fifty pounds

Please note that there are additional responsibilities that may not be specifically addressed or outlined in this job description. However, they fall within the broad scope of what is expected of the Trent Campus Administrative Assistant.