

### **Job Description**

**Post:** Office Assistant

Part-time hourly position: Supervised by Admission Director.

**General Description of Post:** This position covers two areas of work:

1. Assisting the Admission Director in building a healthy, balanced and diverse student population in the School,
2. Working on the reception desk one day per week

**Authority:** The Office Assistant has the authority to:

- Carryout the responsibilities of the position as described below.
- Inform the Admissions Director of problems and progress.
- Work with the faculty to carry out the responsibilities below

**Responsibility:** The Admissions Assistant is responsible for:

#### Admission Office events

The post holder will provide administrative support to ensure a seamless and professional approach to all contact between the School and perspective families.

This work will include but is not limited to:

1. Maintaining administrative systems to support the needs of the Admission Office, including the Date Base, paper filing systems, library of related materials.
2. Set up and help maintain (hard copy) application files, e.g. application form, collecting and filing records/transcripts, student assessment materials,
3. Prepare documents for applicant's visits and notify appropriate faculty..
4. Data entry and reports pertaining to enrollment
5. Tracking families in the application process.
6. Contribute to the development and running of admissions events
7. Contribute to action needed to ensure effective follow-on steps and maximize yield from events. E.g. enter information on data base, help with follow-on communication.

#### General reception duties

The Office Assistant is part of the reception team and often the first point of contact for visitors, parents, staff and children. Duties include but are not limited to:

1. Providing a personable, helpful and professional service to those entering, leaving, or calling the school.
2. Ensuring the safety and security of the school at all times, making sure that the front door is locked and entry to the premises controlled. Ensuring that all visitors sign in and take a visitor badge where necessary.
3. Receive, sort and distribute all packages, deliveries and mail.
4. Ensuring that the reception area is kept smart and tidy and that noticeboards

- are kept up-to-date.
5. Assisting with various administrative tasks and duties, utilizing word, excel, outlook email and the school database updated. (training will be provided)
  6. To act as one of the fire marshalls. Training will be given.

Any other reasonable duties as discussed and directed by the Finance Director.

Requirements of the job

<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	
Experience of working within a school or other educational organization	
<b>Qualifications and Skills</b>	
A good level of computer skills. Familiarity with Microsoft applications, including: word, excel, Outlook and have internet skills.	
Experience of using databases	
Excellent organizational skills	
Excellent interpersonal and communication skills, in person, telephone.	Strong written communication skills
Ability to work independently and as part of a team.	
Excellent Customer Service Skills, with the ability to use discretion, patience, tact and respect for confidentiality.	
	Awareness of and enthusiasm for Waldorf education.
<b>Experience</b>	
Of working in a busy environment	Of working on a busy reception Experience of working in a school
Of multitasking and working flexibly	
Of team working	
Experience of working with people	Experience of working with children
Demonstrable experience of working with systems and procedures	
<b>Attributes</b>	
A love of working with people and children.	
Willingness to work collaboratively and as part of a team	
Ability to use initiative and be self-motivating.	

The Waldorf School of Baltimore does not discriminate on the basis of sex, race, color, religion, sexual orientation, or national or ethnic origin in the administration of its educational program, admission policies, financial aid policies, employment practices and other school-administered programs.  
Awareness of and enthusiasm for Waldorf education.