

Job Description for Employees of Ambleside School

Administrator

- Performs general office duties (opening and distributing mail, answering phones, scheduling appointments, greeting visitors, maintaining office equipment and files, etc.)
- Responsible for various financial activities including maintaining a general ledger via QuickBooks, banking, invoice preparation, record-keeping, bill payment, etc.
- Assist Executive Director with annual legal or organizational requirements (completion of annual Private School Survey, Florida PRIDE compliance, corporate filing, health inspections, etc.)
- Assist with needs related to personnel and teacher in-service (employment forms, preparing lesson plan books, Teacher Handbooks, logging and tracking of curriculum, etc.)
- Purchase and receive needed supplies (student, classroom, office, cleaning, etc.) and meals for staff as needed.
- Organize and maintain student records and files.
- Administer Admissions process for new students.
- Assist with preparations for parent meetings and events.
- Provide general health and first aid assistance to students as needed.
- Assist with weekly chapel service (schedule, confirm and formally thank speakers).
- Facilitate school-wide communication by maintaining a current database, preparing monthly bulletin, ordering nametags, etc.
- Administer enrollment/re-enrollment process for all students.
- Act as F.A.C.T.S. administrator/liaison for tuition payments and scholarship applicants.
- Assist Executive Director as needed in a variety of responsibilities.

Skills and Requirements

- Able to relate well with a diversity of persons including those in and under authority
- Excellent interpersonal communication skills including conflict resolution
- Highly organized and detail-oriented
- Basic math/bookkeeping/data entry
- Efficient at problem solving
- Flexible with changing tasks and comfortable working in a variety of roles
- Strong working knowledge of Microsoft Office
- Knowledge of QuickBooks a plus, (or will train)
- Minimum high school diploma, (higher education a plus)
- Must submit writing sample

Hours and Compensation:

- Monday through Friday 7:30 a.m. to 4:00 p.m.
- \$22,880/year minimum