



as far as the mind can see

Office Manager

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1310 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

Job Description:

As the first point of contact for Parker community members and stakeholders, the Office Manager must present a professional, polished and helpful demeanor all times. The individual must be able to manage a busy front office/reception desk, ensuring warm reception to all. In addition, calls coming through the front desk must be forwarded or redirected appropriately and in a timely manner. The Office Manager is responsible for keeping the Business Office well managed and organized. The ability to respond quickly to new challenges and manage unexpected ad hoc situations is critical. The position will be over 51% in management role and will be expected to apply management level discretion over assigned special projects. This position requires an ability to roll up your sleeves to get 'the job done' as well as provide executive level support to Assistant Head of School for Finance and Operations.

Essential Duties/Responsibilities:

- Greets guests, visitors, staff, students and community members promptly, in a professional, friendly, and welcoming manner
- Promptly and professionally responds to and administers all incoming communications (e.g., calls, texts, written notes, etc.) to ensure they are directed appropriately and in a timely manner
- Manages, receives, sorts, and distributes incoming mail
- Manages receiving function, including ensuring appropriate back up and registering package receipts. Ensures that all parties are appropriately reconciling purchase orders and reporting accurate receipts and deliveries.
- Provides Accounts Payable back up as needed
- Keeps the Business Office, and other departments as needed, fully supplied and stocked, ensuring timely orders of supplies and exercising discretion in ordering.
- Provides administrative support to other departments (i.e., Admissions, Advancement, Communications, Extended Day Programs, etc.) with overflow projects as needed.
- Serves as the primary respondent to transportation inquiries from 3pm to 5 pm, providing exceptional customer service. Provides assistance to support the Transportation Manager as schedule allows.
- Works with the Assistant Head of School for Finance and Operation on various ad hoc projects, as assigned.
- During the current pandemic, serves as the coordinator for the COVID Testing program.

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Linda Vista Campus 6501 Linda Vista Road San Diego, CA 92111 858 / 569-7900
Mission Hills Campus 4201 Randolph Street San Diego, CA 92103 619 / 298-9110



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- Provides office management support during the summer for Parker's Summer Program
- Acts as Event Manager system "power user"
- Completes other duties as assigned

Qualifications:

- Bachelor's Degree required
- Bilingual (Spanish) highly desirable
- Experience managing and supervising personnel
- Excellent written and verbal communication skills
- Proficiency with standard software applications (i.e., Word, Excel, Google Docs, etc.); working knowledge of Event Manager, Lobby Guard, and Blackbaud Web Purchasing preferred.
- Demonstrated ability to multi-task and effectively manage projects from beginning to end
- Ability to maintain confidentiality
- Strong attention to detail
- Professional, polished, friendly, and demeanor
- Tact, empathy, and skill in ensuring adherence to policies including, but not limited to, visitor registration and receiving
- Demonstrated cultural competency
- Ability to pick up and carry up to 15 lbs.

Salary and Benefits:

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

The following person has been designated to handle inquiries regarding the School's non-discrimination policies, including its Title IX policy:

Name: Katharine Wardle

Title: Assistant Head of School for Finance and Operations

Office Address: A114, Francis Parker School, 6501 Linda Vista St., San Diego, CA 92111

Telephone Number: 858 / 775-0430

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Email Address: kwardle@francisparker.org

For assistance related to Title IX or other civil rights laws, please contact OCR at OCR@ed.gov or 800-421-3481, TDD 800-877-8339.

Application Process:

A cover letter, resume, and a completed [employment application](#) should be submitted electronically to:

Katharine Wardle, Assistant Head of School for Finance and Operations

kwardle@francisparker.org

Please indicate the position you are applying for in the subject line.

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