

**Trinity Episcopal School**  
**Administrative Assistant**  
**Job Description**

Reports to and receives direction from the head of school. May also receive direction from other administrative staff. Works cooperatively with faculty and staff as well as parents and visitors. May have contact with persons outside Trinity as job duties dictate.

The administrative assistant position will perform a variety of secretarial/clerical tasks. Is accountable for ensuring accuracy and completeness of all documents. Tasks include correspondence; maintaining calendars; scheduling meetings; answering telephones and opening doors and providing related follow-through; filing; processing orders for office/teacher/janitorial supplies; and maintaining records. Demonstrates initiative, proficiency, and good judgment to optimize time. Strong organizational and communication skills and a commitment to quality and excellence in service are important components of the role.

**Qualifications:**

Requires high school diploma or equivalent. Requires efficient application of grammar, punctuation, and English usage. Must have computer experience and possess proficiency on technical office equipment (computer, printer, copier, phone system, fax machine, etc). Must demonstrate high-level skill in organization, interpersonal relations, excellent written and oral communication skills, and can prioritize and handle a variety of tasks simultaneously. Must relate well to children. Must demonstrate good decision-making and judgment as well as attention to detail and follow-through. Must be able to adapt to a rapidly changing environment. Must participate in and maintain CPR and Safeguarding God's children training.

- Exercises independent judgment to gather, assemble, and prepare materials for meetings, including agendas and minutes, and provides coordination of follow-through.
- Maintain physical and computerized files.
- Prepare and process purchase orders as approved by the Head of School.
- Uses judgment, sensitivity, and flexibility when scheduling/rescheduling meetings and other commitments.
- Perform all other duties as may be assigned by the Head of School or Assistant Head of School
- Performs a wide variety of coordination and follow-through; prioritizes work and meets workflow deadlines.
- Orders equipment and supplies as requested. Maintains efficient system for requesting supplies; monitors inventory to ensure adequate supply levels.
- Assist with school emergency procedures.
- Monitor and process substitute teachers time records and personnel leave requests by assigned deadlines.
- Maintains a daily teacher attendance log and records for substitute teachers. This

includes organizing and assigning substitute teachers.

- Demonstrates strong knowledge and proficiency relating to software applications as appropriate for job responsibilities.
- Utilizes and maintains designated equipment appropriately. Assesses condition of equipment and furnishings and reports need for replacement or repair.
- Troubleshoots equipment and technical problems effectively, using resources appropriately.
- Seeks opportunities to learn new applications, as appropriate for job responsibilities.
- Demonstrates creativity and proficiency in the use of available software to create reports and presentations. Ensures information is displayed appropriately.
- Assists others via phone, in person, and in written communications including customers within and outside the school. Displays a willingness to answer questions and to provide information. Provides timely responses to inquiries and prioritizes customer requests.
- Exercises independent judgment in providing information in keeping with established policies. Identifies and resolves problems and issues proactively.
- Takes complete and accurate messages and ensures messages are given to the intended recipient in a timely fashion.
- Processes and responds to incoming electronic or hard copy mail, fax material, and computer printouts in an accurate manner. Independently responds to and forwards mail as appropriate attaching related documents.
- Practices professional telephone etiquette and follows established telephone procedures including voicemail greeting/messages, transferring calls, etc.
- Meets productivity standards and deadlines established by the school.
- Utilizes own time effectively, directing efforts toward work responsibilities.
- Prioritizes work to meet the expectations of the individual(s) supported.
- Seeks additional tasks/work in times of low workload.
- Maintains assignment-specific manual that can be accessed for cross-coverage.
- Maintains work area and equipment in a neat and orderly fashion.
- Accepts accountability and recognizes need for action when no direction is given.
- Demonstrates adaptability in a changing environment.