The Mission of Saint George's School:
Inspiring scholars, athletes, and artists to serve and lead others.

Professional Opportunity: Lower School Administrative Assistant

Saint George's School, founded in 1955, is an independent, coeducational day K-12 school located on the Little Spokane River north of Spokane. The Lower School, grades Kindergarten through Fifth Grade, offers a vibrant and challenging academic program which encourages children to explore their diverse world, expand their creativity, develop their sense of self, and build lasting friendships. The personal teacher-student connection fosters inquiry, critical thinking, and risk-taking as each child is empowered to take ownership of their learning and is encouraged to translate their knowledge into action and reflection.

Responsibilities:

- Provide administrative support to the Lower School Head.
- Meet daily with Lower School Head to strategize needs and plan for smooth operations.
- Establish warm front office environment and welcoming rapport with staff, students, parents, and community by utilizing personal skills, public relations, and organizational skills.
- Manage office reception and assist other school departments, the Secondary School Administrative Assistant, and the Administrative Assistant to the Head of School with duties as requested.
- Provide office organization, create and maintain files, database management, collect and track student attendance.
- Maintain flexibility, high degree of confidentiality, sense of humor, and a team-oriented approach.
- Review/handle incoming correspondence and respond to routine requests in a timely manner.
- Utilize computer software to design forms, signs, notices, and periodic newsletters for distribution to staff and parents.
- Provide basic first aid and administer and monitor medications.
- Order supplies, handle inventory control, and distribute mail and messages.
- Serve as liaison between the Lower School and other SGS Departments and Academic Divisions.
- Coordinate services with office supply vendors and food vendors.
- Organize luncheons and other meetings as requested.
- Greet substitute teachers and relay teacher lesson plans as needed.
- Compile, monitor, and disseminate forms to the proper office: work orders, requisition requests, transportation requests, and so forth.
- Maintain Lower School calendar of events, display pertinent information on student and faculty bulletin boards, and relay information to master calendar.
- Compile lunch orders, call in or drop off order, and distribute on Wednesdays with parent volunteers.
- Supervise lunchroom and schedule break duty coverage.
- Perform other related duties as requested.

Preferred Qualifications:

- Either bachelor's or associate's degree.
- Strong written and oral communication skills and a personable, welcoming presence for all.
- Experience with Microsoft 365 products, including Outlook Mail, Excel, and Word
- Previous office support or administrative experience.
- Experience with education and elementary school environments.
- Certification in First Aid, CPR, and Blood-Borne Pathogens—can be part of orientation process.

Salary/Benefits: This an 11-month, full time position. Compensation commensurate with experience. This is a benefits available position.

Timeline: Immediate opening; applications accepted until filled.

Application Process: Applicants will submit the following with their application materials. Incomplete sets of materials will not be considered.

- Cover letter explaining why they are particularly interested in and qualified for this position.
- Current resume
- At least two professional letters of reference
- A Saint George's Application of Employment (found on the school website).

Please email your application materials to employment@sgs.org. Although email is preferred, you may also deliver your application materials between the hours of 9:00 a.m. and 3:00 p.m. to:

Saint George's School
Attn: Tracy Gonser
2929 West Waikiki Road
Spokane, WA 99208-9209