



Office Assistant

Position Overview:

The school office assistant plays a vital role in supporting the administrative operations of the school's main office. This position involves providing clerical and administrative support to school administrators, faculty, students, and parents, and ensuring the smooth functioning of the office on a day-to-day basis. The Office Assistant is a central point of contact for parents, students, staff, and visitors and contributes to creating a welcoming, professional, and hospitable atmosphere within the school office. This person shall be spiritually mature to help foster a gospel-centered, joy-filled environment to fulfill the school's mission.

Key Responsibilities:

General Administrative Support

- Assist with answering phones, managing emails, and directing inquiries as needed.
- Support filing, copying, scanning, and other clerical tasks.
- Greet and direct visitors, students, and parents with warmth and professionalism.
- Maintain a tidy and welcoming front desk and shared workspaces.

Student Services & Health Support

- Assist with distributing and collecting forms, permission slips, and student documents.
- Help manage attendance records, check-ins/outs, and front-desk documentation.
- Support the care of minor student injuries and illness, including administering medications.
- Help maintain health and safety records and supplies.

Office Operations

- Assist with managing office supplies and preparing for meetings or school events.
- Help sort and distribute mail and packages.
- Collect and log tuition payments.
- Provide general support for office organization and logistics.



Calendar & Scheduling Support

- Oversee and maintain the schoolwide calendar in coordination with leadership.
- Schedule internal events, meetings, and the use of shared spaces and rooms.
- Coordinate event dates and deadlines to prevent conflicts and ensure smooth operations.
- Assist in managing logistics related to field trips, staff meetings, and other scheduled school activities.

Event & Project Support

- Assist with logistics for school events (e.g., open house, student events, parent-teacher conferences).
- Provide hands-on help with special projects as needed by the office or faculty.

Qualifications

- Fully supports the mission and vision of Trinity Classical School.
- High school diploma required; prior experience in an office or school setting preferred.
- Friendly, dependable, detail-oriented, and able to multitask in a dynamic setting.
- Strong interpersonal and communication skills.
- Able to maintain confidentiality and work with integrity.
- Demonstrates initiative and a servant-hearted attitude.
- Current First Aid and Child CPR certification, or willingness to obtain.

Schedule

- 20 hours a week (with occasional evening event support as needed).
- Some flexibility may be required for special events or seasonal tasks.
- Hourly wage range: \$18–\$22/hour, depending on experience and qualifications.