



Position Title: Front Desk and Administrative Coordinator

Reports To: Director of Operations

This position is a part-time 10 month position: August 1st to Last week of School (end of May/Early-June) 7:00 a.m. to 11:30 a.m.

Overview: Stanley British Primary School, located in Denver's Lowry neighborhood, is a singular independent school serving children from transitional kindergarten through 8th grade. For 50 years, Stanley classrooms have been filled with engaged learners guided by inspired teachers. At Stanley, a child's education goes well beyond academics - our teachers and our instruction principles give children the opportunity to reach their full potential academically, creatively, socially, emotionally and physically. We asked parents, teachers, staff and students to reflect on why they chose Stanley BPS. The answers we heard reflect a place and a philosophy unlike any other in the Denver independent school landscape. Teaching and learning at Stanley goes beyond a simple education. Students here have a chance to play, to choose, to interact and to own and embrace their own learning.

We value:

- An inclusive and diverse community
- Joyfulness
- Lifelong learning
- Positive and constructive communication
- Creativity, flexibility, and resourcefulness
- An understanding of children and childhood
- Commitment to making a positive difference in the world

The Front Desk and Administrative Coordinator position serves as an integral part of the Stanley team: coordinating, welcoming and managing all the coming and goings of the main entrance of the campus and creating an organized, safe and joyful welcome to our amazing school. This is a shared position with the afternoon Front Desk and Administrative Coordinator. The successful candidate will need to have strong organization and communication skills, thrive in a fast paced environment and be detail oriented. The successful candidate will need to be an empathetic and resourceful problem-solver with a genuine commitment to children, safety and Stanley British Primary School culture.

Essential Duties and Responsibilities:

- Welcome students, visitors and staff warmly and positively.
- Answer all incoming phone calls in a pleasant manner and direct calls appropriately. ● Monitor and maintain a secure entry to the school by ensuring adherence to door and visitor management policies and procedures.
- Serve as a valued resource to visitors, faculty and staff in a high-energy, high traffic, dynamic school environment.
- Serve as the key source of knowledge on the school calendar, special events, after-hours activities, field trips and operations.
- Coordinate student attendance; distributing before/after care sign-ups, check in/out students, follow up with teachers and parents to ensure attendance records are accurate throughout the day and locating students for early dismissal or pickup.
- Maintain supplies at Front Desk, in Admin Closet, in Faculty Lounge and in Pre-K-5 art supply closet.
- Maintain forms, labels and signs posted in and around Hambidge, in faculty lounges and on Blackbaud; including the bulletin board by the main entrance.
- Assist students with first aid needs.
- Perform administrative duties as assigned.
- Maintain the Hambidge Commons: distribute mail to staff mailboxes, periodically straighten up staff lounge and lobby areas, coordinate requests to display student work and bulletin board displays and manage the lost and found.
- Maintain the coffee and tea bar for faculty and guests.
- Assist with dismissal, carlines and final release of students.
- Ability to stand for extended periods, lift and carry up to 50 pounds, and reach, stoop, kneel, and bend.
- Other duties as assigned.

Qualifications:

- Professional demeanor, grace under pressure, and exceptional commitment to confidentiality and discretion.
- Strong written and verbal communication abilities.
- Strong attention to detail and organizational skills.
- An empathetic nature with a genuine commitment to children, colleagues and Stanley's school culture.
- Ability to juggle competing priorities from multiple directions.
- Adaptability with effective and resourceful time management skills and proactive problem solver.
- Cultural competency working with diverse families, students and staff. Foreign language is a plus. ● Experience with school-based software, data management and graphic design tools such as SchoolPass/Raptor, Magnus, Blackbaud and Canva is preferred.

Professional Requirements:

- Bachelors' Degree preferred, with a minimum of three years' experience in a fast-paced administrative environment; strong preference for independent school experience. ● Customer service experience involving multiple pathways for serving constituents – phone, in-person, written.
- Database management and Microsoft Office software suite experience, including high proficiency in Word, Excel and PowerPoint, and familiarity with Google platforms, including Google Docs.
- Bookkeeping and medical file management experience is a plus.
- Ability to

Compensation and Hours:

The pay range is \$24-\$28 per hour. The regular hours for this 10- month (August- May/early-June), non exempt position are 7:00 a.m. to 11:30 a.m. Hours vary during periodic half day and full day faculty/staff professional development.

Compensation is just one component of Stanley's total compensation for employees. Stanley provides excellent benefits including medical, dental, life and disability insurance, retirement, paid time off in addition to paid fall, holiday and spring breaks, tuition remission and professional development. Benefits eligibility vary based on an employee's full-time equivalent (FTE) status.

Equal Opportunity Employer:

Stanley BPS is committed to a policy of nondiscrimination and equal opportunity for all persons, regardless of race, ethnicity, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, or veteran status. This policy covers all programs, services, policies, and procedures of Stanley BPS, including admissions, employment, and access to services and programs.

To Apply:

To initiate an application, send a cover letter and resume to:

Susan Farr

Stanley British Primary School

Executive Assistant to the Head of School

susan.farr@stanleybps.org

Interviews will start as resumes are received. We will be accepting resumes until our position is filled.