



ADVENT SCHOOL, BOCA RATON

Advent School Boca Raton
300 E. Yamato Rd.
Boca Raton, FL, 33431
(561) 395-3631

Position: Office Manager Elementary/Middle School

Job description:

Overview

Advent is a private Christian school that provides education for students in grades K–8 in Boca Raton, Florida. Our purpose is to create confident, capable, Christian leaders. Our vision is to transform communities and glorify God through the impact of educated and equipped Christian leaders.

The Office Manager's efforts align with the school's mission to provide an exceptional educational experience that inspires the minds, guides the hearts, strengthens the bodies, and nurtures the souls of God's children, in partnership with their families and the church.

Purpose of the Office Manager

The purpose of the Office Manager role is multifaceted. The Office Manager contributes to the efficient functioning of the school by handling administrative, financial, and communication tasks. Their work is essential in creating a well-organized and supportive environment for students, families, and staff.

Qualifications

- High school diploma or equivalent required; associate's or bachelor's degree preferred.
- Minimum 3–5 years of experience in administration, office management, school operations, or a comparable professional setting.
- Prior experience in a school, church, nonprofit, or other child-centered organization strongly preferred, including experience working with school-aged children.
- Demonstrated commitment to the Christian faith and the mission, values, and ministry of Advent Lutheran School/Life Ministries.

- Strong organizational and time-management skills with the ability to manage multiple priorities, deadlines, and frequent interruptions in a fast-paced school environment.
- Excellent written and verbal communication skills, with demonstrated professionalism when interacting with students, families, staff, prospective families, vendors, and community members.
- Proficiency in Microsoft Office and Google Workspace, with the ability to effectively learn and utilize web-based systems and communication platforms such as FACTS, Constant Contact, Canva, and social media.
- Demonstrated ability to maintain confidential student, personnel, medical, financial, and organizational information with discretion and professionalism.
- Strong attention to detail with the ability to maintain accurate records, documentation, and data. Ability to exercise sound judgment, discretion, and professionalism when navigating sensitive or confidential situations.
- Ability to work independently, take initiative, and collaborate effectively with school administration, faculty, staff, ministry personnel, students, and families.
- Flexible and adaptable, with the ability to respond effectively to changing priorities and the day-to-day needs of a school environment.
- Positive, enthusiastic, service-oriented demeanor with a commitment to creating a welcoming and supportive environment for students, families, staff, and visitors.
- Ability to successfully complete all required background screening and employment eligibility requirements.
- CPR/AED/First Aid certification preferred; must obtain certification within the required timeframe following hire.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, with or without reasonable accommodation.

- Ability to walk up and down stairs approximately 10% of the workday.
- Ability to sit, stand, walk, bend, and move throughout the school campus during the entire workday.
- Ability to lift and/or move up to 25 pounds.
- Ability to operate standard school office equipment, including computers, laminators, copiers, and printers.
- Ability to communicate effectively in person, digitally, by phone, and in writing.
- Ability to read, write, and speak fluent English.
- Ability to maintain focus and productivity in a fast-paced school environment with frequent interruptions.
- Ability to supervise students and respond swiftly and appropriately in emergency situations.

Duties and Responsibilities

The Office Manager is responsible for performing a wide variety of clerical, secretarial, hospitality, and other administrative functions required for the operation of the school administration. The Office Manager acts as the first point of contact, welcoming people into the front office. As a partner in ministry, the responsibilities center on the well-being and safety of all Advent students and families, and the promotion of the educational ministry to families and the community at large.

Front Office & Family Relations

- Create a welcoming, safe, and enriching atmosphere for staff, students, families, and guests while remaining friendly, courteous, and professional at all times.
- Serve as the first point of contact, welcoming all visitors to the front office.
- Respond to inquiries from a wide variety of internal and external parties (staff, parents, students, public agencies, etc.).
- Serve as a liaison between parents, teachers, and school administration, and encourage open parent/teacher communication on classroom-related concerns.
- Handle correspondence, emails, and phone calls, ensuring effective communication within the school community.
- Address and resolve issues that arise in the office or with parents, students, and staff, ensuring a positive and supportive school environment.
- Uphold confidentiality of all written and spoken information.

Student Records & FACTS Administration

- Maintain all student records, both hard copy and in FACTS, and handle record requests from parents and other schools.
- Set up classes, courses, and schedules in FACTS.
- Run and distribute report cards and transcripts.
- Track and generate excessive tardiness and absence notifications.
- Track student attendance and work with teachers to address attendance-related issues.

Communications & Marketing

- Create, prepare, and distribute communications with parents and staff: newsletters, fliers, emails, text alerts, and bulk mailings.
- Publish and send out the Gator Tracks newsletter every Friday.
- Disseminate important information to parents and families, including announcements and event details.
- Support school marketing efforts using tools such as Constant Contact, Canva, and social media.

Events, Fundraising & Outreach

- Assist with outreach, fundraising, event planning, and marketing (Auction/Gala, Booster fundraising events, Field Day, Spirit Week, etc.).
- Plan and coordinate school events, meetings, and conferences.
- Ensure logistical arrangements for school functions, including parent-teacher conferences and school assemblies.
- Collaborate with all Advent Life Ministries' schedules to maintain accurate, coordinated school calendars.

Basic Accounting & Office Operations

- Perform basic accounting tasks: prepare deposits and check requests, handle petty cash, and manage incidental billing.
- Order office supplies, marketing materials, and school store items.
- Manage office supplies and equipment, ensuring resources are available when needed, and maintain an organized, efficient office environment.
- Enter and track maintenance requests through the UpKeep system.

Health, Safety & Emergency Preparedness

- Coordinate and participate in all emergency drills and training sessions.
- Provide basic first aid and care to students who report to the school office, following established school health and emergency procedures.
- Ensure 100% of student health records are current, accurate, and complete by monitoring compliance, identifying missing or expiring documentation, communicating requirements to families, and obtaining and maintaining all required health and immunization records.
- Supervise students and respond swiftly and appropriately in emergency situations.
- Liaise with the lunch provider, providing student information as needed and communicating with families.

Human Resources & Compliance Support

- Assist with human resources tasks, such as maintaining employee records and handling staff inquiries.
- Stay informed about and ensure compliance with state and federal regulations related to education and school administration.
- Generate and submit required reports to school administration and relevant authorities.

School Community & General Responsibilities

- Assist, support, or cover staff as directed by the school principal or designee.
- Perform other duties as assigned by the school principal or designee.

Job Type: Full-time

Pay: From \$18.00 per hour

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Experience:

- Administrative experience: 1 year (Preferred)

Work Location: In person

At-Will Employment Statement

Employment is at-will and may be terminated by either the employee or the school at any time, with or without cause or notice, subject to applicable law.

Disclaimer: As a Christian school, Advent School reserves the right to employ individuals who support and uphold the mission, values, and religious beliefs of its affiliated ministry, as permitted by law.

Must pass Level 2 background screening on a local, state, and federal level

(<https://info.flclearinghouse.com>).

E-verify employer