



St. Gregory School
2701 Hacienda Street, San Mateo, California 94402
Phone: 650-573-0111

School Name: St. Gregory School
School Address: 2701 Hacienda Street, San Mateo, CA 94402
Contact Person: Laura Miller, Principal

Position Title: Office Manager

Position Type: Exempt, full-time for the 2019-2020 school year (Some summer work is required)

About Us: St. Gregory School is located in San Mateo near Hillsdale Mall. The school was founded over fifty years ago, and today it remains a vital part of the St. Gregory Parish. We offer a Catholic education for children in grades Kindergarten through Eighth.

We are seeking a qualified candidate to fill an office manager position for the 2019 – 2020 school year. This is a full-time job, which entails some summer work and three evening commitments.

Essential Duties include but are not limited to:

- Manages correspondence, maintains the calendar, setting appointments, preparing special reports and projects
- Acts as the “gatekeeper” for Principal and Vice-Principal
- Answers questions from faculty and parents and redirects phone and in-person requests for the Principal when appropriate
- Coordinates with administrators to prepare publications including but not limited to class lists, registration mailings, emergency cards, weekly newsletters, etc.
- Maintains attendance records of all students
- Works with parent volunteer to maintain all student health files
- Purchasing of needed supplies for school
- Manages all school volunteers
- Works closely with outside vendors for programs after school, hot lunch, picture company, live scan, etc.
- Plays a large part in the admissions process in creating new forms, speaking with prospective families, preparing information, etc.
- Maintains all student data in data management system

Requirements/Qualifications:

- High school diploma or GED and a minimum of 5 years of experience in a similar position; BA degree preferred
- Excellent abilities regarding letter and report writing- English usage, spelling, grammar and punctuation
- Must demonstrate a calm demeanor and welcoming presence
- Must demonstrate complete competency with MS Word, Excel, and Google Drive/Docs
- Experience with education data management systems is a plus
- Must be a team player and be willing to take on a variety of tasks

Application Instructions:

- Please submit a resume and references to:
Laura Miller, principal, at LMILLER@stgregs-sanmateo.org

STATEMENT OF NON-DISCRIMINATION Our Lady of Mount Carmel School adheres to the following policy: "All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories." (Administrative Handbook #4111.4)