Job Description

Office Manager

Full Time

Clapham School is seeking a qualified individual to lead and direct the school's main office. Clapham School's mission is to "inspire students with an education founded on a Christian worldview, informed by the classical tradition, and approached with diligence and joy."

Under the supervision of the Head of School, the office manager supports the administration in a wide range of office and school operations.

- Coordinates office activities and manages office staff.
- Organizes flow of communications and information for school administration.
- Provides logistical and supply support for teachers
- Prepares and maintains a variety of records and reports related to assigned activities.

The strongest candidates will have:

- A bachelor's degree or higher
- Background experience in office administration
- Strong organizational and relational skills
- Proficiency in Microsoft Office

To read more about our school and philosophy of education, please see our website (www.claphamschool.org). Interested candidates should send a resume and cover letter to the Principal, Kolby Atchison, KAtchison@claphamschool.org.