

Paddington Station Preschool Office Manager

Our Mission:

Paddington Station Preschool is a preschool-kindergarten, co-educational nonsectarian school located in east Denver. It is the mission of Paddington Station Preschool to be a welcoming and inclusive community that partners with families to celebrate childhood, embrace learning through play, and prepare confident individuals to joyfully explore the wonders of the world.

Description:

We are seeking a friendly individual to effectively manage all aspects of the School Office and provide administrative assistance to the Head of School, Director, Business Manager, Bookkeeper, school staff and the parent community. Additionally, we seek an individual who understands and enjoys the daily flow of a vibrant school community serving over 225 families in the Metro-Denver area.. We are looking for someone who demonstrates honesty, integrity, organization, and professional responsibility. Our new Office Manager should have a high level of energy, keen attention to detail, the ability to organize, possess strong verbal skills and the ability to manage multiple tasks and priorities. Our new colleague will need the ability to work effectively and cooperatively with others, as well as communicate tactfully with children, parents, faculty and staff members, and the general community.

Requirements:

Ability to manage multiple tasks and priorities that are inherent in this position
High level of computer skills (Word, Excel)
Dependability
Ability to lift items (no more than 25 pounds)
Should be at all times professional, motivated, enthusiastic and pleasant
Minimum High School Diploma

Schedule:

Monday through Friday 8:00 am-5:00 pm (one hour of lunch) 12-month position

Benefits:

Insurance: medical, vision, dental, short term disability and life insurance
Retirement Plan: after one year of service
All school holidays and 2 weeks vacation after one year of service

How to apply:

Please send a letter of introduction and resume by March 22, 2019 to:

Paddington Station Preschool
Deb Deverell, Head of School
1301 Quebec Street
Denver, Colorado 80220