



## **Administrative Assistant: 2025-2026 School Year**

The Lynnhaven School, a progressive private high school in Henrico County, VA, seeks a highly organized and detail-oriented Full Time Administrative Assistant to support the school's daily operations. This position plays a crucial role in ensuring the smooth functioning of the school by providing administrative support to faculty, staff, students, and families.

### **About The Lynnhaven School**

Lynnhaven is an Experiential Learning high school based on the Progressive Education Theory made famous by John Dewey. Our approach focuses on critical thinking, collaboration, and hands-on learning. Education should be engaging, meaningful, and empowering, preparing students to navigate an ever-changing world with confidence and curiosity. Learn more about our mission and philosophy at [www.lynnhavenschool.org](http://www.lynnhavenschool.org).

### **Key Responsibilities**

- Serve as the first point of contact for visitors, students, and families, ensuring a welcoming and professional front office environment.
- Manage daily administrative tasks, including answering phones, checking the mail, responding to emails, maintaining records, and organizing school documents.
- Provide clerical and scheduling support for the Head of School, faculty, and administrative team.
- Maintain and update student records, attendance, and school databases.
- Assist in coordinating school events, meetings, and professional development sessions.
- Support admissions and enrollment processes, including managing inquiries and assisting with application materials.
- Monitor and order office supplies as needed to maintain efficient office operations.
- Assist with internal and external communication, including newsletters, announcements, and correspondence.
- Ensure compliance with school policies and procedures, maintaining confidentiality and professionalism in all interactions.



The freedom to be. The responsibility to do.

## **Hours & Work Schedule**

- 12-month position with two weeks of vacation and a modified schedule during the summer months
- Work hours are Monday – Friday, 8:00 AM – 4:00 PM.
- Occasional evening or weekend hours may be required for school events or special projects.

## **Qualifications**

- Associates Degree preferred (or equivalent experience in office administration, education, or a related field).
- Minimum of 5 years of experience in an administrative or office support role (preferably in an educational setting).
- Strong organizational and multitasking skills with attention to detail.
- Excellent verbal and written communication skills.
- Demonstrated proficiency in Microsoft Office Suite, Google Workspace, and database management.
- Experience using learning management systems, school information systems, and enrollment management systems.
- Ability to work both independently and collaboratively in a fast-paced environment.
- A commitment to progressive education and willingness to support the school's mission.

## **Compensation & Benefits**

- Competitive salary, commensurate with experience.
- Comprehensive benefits package, health, dental, vision insurance, and retirement plans.
- A supportive and inclusive work environment within a mission-driven school community.

## **How to Apply**

Interested candidates should submit a cover letter, resume, and a list of three references with emails and phone numbers to [careers@lynnhavenschool.org](mailto:careers@lynnhavenschool.org). Applications will be reviewed on a rolling basis until the position is filled. No phone calls or visits, please.