

HORACE MANN SCHOOL
231 West 246th Street
Bronx, NY 10471
An Equal Opportunity Employer

Administrative Assistant – Nursery Division

This position is a twelve month, full-time support staff position reporting to the Head of the Nursery Division. This position requires both clerical and technical skills needed to assist the Division Head with all aspects of the day-to-day operations of the Division. The position will report to the Nursery Division located in Manhattan. Excellent computer skills and familiarity with Word and Excel required. Candidate must be detail oriented, well-organized, have excellent verbal and written communication skills and the ability to handle multiple tasks.

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 304 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September, 2018, the School enrolls 1,786 students representing 148 zip codes, with 40% self-identified students of color. For 2018-19, 15% of the students receive need-based Financial Aid. Twenty-two percent of School administrators, teachers and staff members identify as people of color. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's recent \$100 million bricks and mortar campaign has provided the Middle and Upper Divisions with newly constructed and renovated state of the art science and physical education facilities.

The Nursery Division is a warm, nurturing environment where children explore, discover and investigate. As a Reggio Emilia inspired program, we are child-centered and our curriculum is emergent. We value intellectual curiosity, problem-solving and foster social-emotional development with an active learning approach. The Nursery Division is located in Manhattan, on the Upper East Side, a short walk from Central Park.

Interested candidates should submit a detailed resume and cover letter to:
employment@horacemann.org