

## **Job Description – School Receptionist/Administrative Assistant**

The Administrative Assistant/School Receptionist is a full-time, salaried position with a 10-month work schedule, beginning the week of the first teacher in-service day and ending up to one week after the last day of school, as determined by the Principal. During the school year, typical hours are from 7:15 AM – 3:45 PM with a 30-minute lunch break. The Administrative Assistant/School Receptionist will report to the Assistant Principal.

### **Position Overview**

The School Receptionist is the first point of contact for visitors, students, and parents. He or she provides a warm and welcoming atmosphere for students, staff, parents, and visitors. He or she also provides general administrative support for the school administration.

The School Receptionist's essential duties and responsibilities are as follows:

### **Reception**

- Answers incoming phone calls in a pleasant, informed manner for the purpose of providing and creating a positive image and first impression of the school.
- Directs questions to the person responsible for the issue, event, or duty
- Greets all incoming students, families, and guests respectfully and professionally, determining their needs, checking scheduled appointments, and directing them to the proper person
- Checks voicemail messages left in school's general mailbox on a routine basis and distributes accordingly those messages needing immediate attention, or answers them directly if appropriate
- Orders and maintains inventory for all office supplies and serves as office liaison to contracts who work with the front office, e.g., the copier company, printing company, etc.
- Assists Development/Administrative Assistant in receiving and distributing/storing of classroom, office, and book room materials and supplies; maintains ongoing inventory; processes packing slips
- Is knowledgeable and current on school activities, programs, and events related to the school calendar
- Answers door with remote access and/or in person, admits visitors, requires all visitors to identify themselves and sign-in; provides appropriate visitor passes and badges following school protocol
- Checks students in and out—and issues passes and monitors requests for early dismissals
- Informs the Principal and/or Assistant Principal if a student is sent to the office for behavior
- Works closely with the School Nurse and administration regarding care for students, especially in emergencies.
- Manages lost and found in collaboration with PTA.
- Sorts and distributes incoming mail, documents, books, materials, and supplies following established procedures and delivers mail and other materials to staff mailboxes when needed
- Receives deliveries from outside supply and delivery services; arranges for the distribution to proper recipients
- Receives and distributes supplies and materials such as school supplies, student lunches, forms, homework, assignments, athletic equipment, etc. left with the front office for students by their parents, and/or others
- Assists with fire drills, tornado drills, safety drills, and dismissal process as directed by the Assistant Principal
- Assists Director of Operations with calendars for the Principal and administrative staff

### **Administrative Assistance**

- Provides general administrative support for the Principal and administrative team as directed
- Assists Assistant Principal with substitutes, making sure they have lesson plans and necessary resources.
- Records daily attendance for all students
- Assists with administrative staff to maintain integrity and accuracy of student records, including maintenance and tracking of attendance and retention
- Maintains confidentiality of student discipline, faculty and staff personnel matters, and administration discussions.
- Create a printable lunch menu using information from the company managing hot lunches. Enter the lunch menu choices into Renweb.
- Provide care to students who are ill, injured, or require daily medication when the Nurse is not available.
- Assist faculty and staff with copying and laminating

### **Computer Skills**

- Proficiency in Microsoft Office Suite and Google Suite

### **Qualifications**

- Excellent verbal and written communication skills
- Flexibility, organization, decision-making, and problem-solving skills
- Knowledge of good telephone etiquette with the ability to deal tactfully and confidently with callers and visitors
- A courteous and pleasant personality
- Strong organizational skills for multitasking and prioritizing responsibilities
- Must possess sensitivity to confidential information and hold a high standard of integrity
- Ability to work with courtesy, tact, and diplomacy in dealing with others, and the ability to work as part of a team

Employees of Nativity Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Nativity Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

### **Compensation, Benefits, and Hiring**

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and SERS retirement plan with employer contribution. Children of employee will receive enrollment priority & a tuition discount. All employees will be required to pass background checks and the Archdiocese of Cincinnati Safe Parish training.

## **Application Process**

Staff applicants must submit the following in a single email to the Principal.

- Cover letter
- Resume
- Three professional references. Please include your email address and phone number for each reference.