**Job Title:** Front Office Receptionist

**Reports to:** Office Manager

**Status:** Part-Time (24 hours- Mondays, Wednesdays and Fridays from 8am to 4pm)

**Supervises:** None

**Character Qualities**

* Personal faith in Jesus Christ defines and informs all aspects of life
* Remains in good standing with a local church
* Consistently models humility, grace, strength of character, and the fruit of the Spirit
* Intentionally pursues community and develops genuine relationships with students,

parents, and staff

* Seeks ongoing personal development
* Maintains a personal appearance that is professional and modest

**Relational Qualities**

* Possesses good people skills and communicates effectively using acceptable English in

written and oral communication; speaks with clear articulation

* Respectfully submits and is loyal to constituted authority
* Consistently gives and receives feedback
* Is able to diffuse difficult situations, solve problems, and respect confidentiality
* Visible on campus and at school activities
* Acts objectively when own children are attending VPA

**Role Specific Responsibilities**

* Be present at front desk throughout the day, be a steady presence during drop off/pick-up and assist staff, students and families, as needed. (making copies, answering questions, etc.)
* Manage front door and visitor sign-in, and monitor security cameras
* Assist parents and students with forgotten items, water bottles, lunches, leaving early, arriving late, etc.
* Answer/Manage phone calls and forward messages to appropriate faculty/staff
* Answer in-person parent, student, teacher and administrator questions and concerns
* Provide basic first aid care to students, as needed (band aids, ice packs, tooth necklaces)
* Provide basic first aid care to staff, as needed (Advil/Tylenol, ice packs, bandaids, etc.)
* Call parents regarding medical issues at school & to pick up students, when needed
* Organize and coordinate Friday Office Copy Helpers for teachers on Friday mornings
* Receive and distribute packages as delivered by FedEx, UPS, Amazon, etc.
* Help students with bathroom issues when no aide is available
* Other duties as assigned by the Headmaster
* Is present and participates in Valor special events, including but not limited to the Christmas Program, interest meetings, Grandparent’s Day, athletic events, and other whole school events