



**Job Title:** Front Office Receptionist (Sanger Avenue)

**Reports to:** Head of Grammar School/Director of GS Operations

**Status:** Part-Time (Mondays, Wednesdays & Fridays: 7:45am to 4:30pm, Tuesdays: 12:00-4:30pm)

**Compensation:** \$13.66 per hour

### **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, & the fruit of the Spirit
- Intentionally pursues community & develops genuine relationships with students, parents, & staff
- Seeks ongoing personal development
- Maintains a personal appearance that is professional & modest
- Maintains confidentiality with school matters

### **Relational Qualities**

- Possesses good people skills & communicates effectively using acceptable English in written & oral communication; speaks with clear articulation
- Respectfully submits and is loyal to constituted authority
- Seeks to serve others with a joyful heart
- 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 a steady presence at the front desk throughout the day, during drop off/pick-up & assist staff, students & families, as needed. (making copies, answering questions, etc.)
- Manage front door & visitor sign-in with Raptor VMS, plus monitor security cameras
- Assist parents & students with forgotten items, lunches, leaving early, arriving late, etc.
- Answer/Manage phone calls, voice mail & forward messages to appropriate employees
- Answer in-person parent, student, teacher & administrator questions/concerns
- Provide basic first aid care to students, as needed (band aids, ice packs, tooth necklaces)
- Call parents regarding medical issues at school & to pick up students early, when needed
- Receive/distribute packages as delivered by FedEx, UPS, Amazon, etc.
- Other duties as assigned by supervisors
- Is present and participates in evening Valor special events, including but not limited to the Christmas Program, interest meetings, Grandparent's Day, athletic events, and other whole school events