

School receptionist JD

Job summary: The school receptionist will serve as the first point of contact for parents, students, staff, and visitors to the school. They will provide administrative support, manage the reception area, and ensure a positive experience for all visitors to the school.

Responsibilities:

- 1- Answer and direct phone calls and emails to the appropriate staff member or department.
- 2- Greet and welcome visitors to the school, ensuring a positive experience and always maintaining a professional demeanour.
- 3- Direct visitors to the appropriate person and office.
- 4- Manage the reception area and ensure that it is clean, organised and welcoming.
- 5- Maintain accurate and up to date records of visitors and their purpose for visiting the school.
- 6- Coordinate with the administrative team to schedule appointments and meetings.
- 7- Provide administrative support to the school, including photocopying, scanning and filing.
- 8- Assist with school event planning, including set up and clean up of event spaces.
- 9- Respond to inquiries from parents, students, and staff, providing information and assistance as needed.
- 10- Follow school policies and procedures, including data protection, confidentiality, and health and safety regulations.
- 11- Record meeting minutes and share with the relevant team members when needed.
- 12- Perform basic, routine bookkeeping functions relative to marketing or administrative materials.
- 13- Other duties as assigned.

Qualifications:

- High school diploma or equivalent.
- Proven experience as a receptionist, customer service representative or in a similar role.
- Excellent communication and interpersonal skills.
- Ability to work in a fast-paced environment, multitask, and manage time effectively.
- Strong attention to detail and organizational skills.
- Proficient in Microsoft office, including Word, Excel and Outlook.
- Knowledge of administrative and clerical procedures.
- Experience in a school environment is a plus.

The school receptionist is an essential part of the school community and will work collaboratively with other school staff to ensure that the school runs smoothly and efficiently. The successful candidate will have excellent communication and organizational skills, a positive attitude, and a strong commitment to providing exceptional customer service.