

The Receptionist is an important position to the operation of the school. As a member of the Front Office Team, the Receptionist is integral to providing students, family members and staff with a welcoming, efficient and professional environment. Front Office Staff are expected to embody the school's motto to "Be Kind. Work Hard. Get Smart." The duties of this position are many and varied; they require an individual who can prioritize multiple tasks, work in a fast paced environment, and still keep a smile on his/her face. The Receptionist reports to the Operations Manager.

The following is a general list of responsibilities of the position—additional duties may be assigned.

- ▶ Greet visitors warmly, answer phones, respond to inquiries, and accurately process messages.
- ▶ Receive daily mail and deliver to appropriate locations/staff.
- ▶ Filter phone calls to the appropriate staff member and notify staff as their position or personal preference dictates.
- ▶ Closely monitor the School Events Calendar to provide clear information to parents and the community.
- ▶ Collect student valuables and store securely as necessary, including items such as cell phones and transportation fare cards.
- ▶ Assist in the preparation and organization of parent communications.
- ▶ Interact extensively with the staff and community in a client focused manner.
- ▶ Perform administrative duties for the Principals, Head of School and other staff as required.
- ▶ Follow all policies and procedures as outlined in the Personnel Handbook.
- ▶ Model the E.L. Haynes Promise.
- ▶ Help maintain a supportive, learning environment for students and teachers.