

Villa Maria Academy Lower School

Job Description: Receptionist / Secretary

The receptionist/secretary of Villa Maria Academy Lower School is called to create and support an atmosphere of hospitality, respect, support, and mutual trust. The candidate for this position must be willing to demonstrate a positive, kind, and welcoming demeanor to all those who contact or visit the office. The receptionist/secretary is responsible for assisting the lead secretary with school administration and keeping a daily log of significant tasks, which will be reviewed with administration and lead secretary during bi-monthly meetings.

Responsibilities

- Create a welcoming attitude in the school office
 - Greet visitors and keep log of visitors entering and exiting the building
 - Attend to doorbell and give access to main entrance
 - Answer the phone, collect messages and or transfer calls
- Maintain student attendance in collaboration with lead secretary as needed
 - Check messages on phone regarding absentee students
 - Call parents of those absent who did not call in by 9:00
- Update FACTS, student information system, to ensure that information is current.
- Make phone calls or short errands (in or out of the building) per administration request
- Communicate with faculty and administrators regarding critical calls, events and messages throughout the day
- Keep current inventory of office supplies and prepare monthly order for any vendor

*The position will be considered as part-time, FLEX-three days weekly: 7:45-3:30