



School Receptionist

Grace School
Houston, Texas

Position Description: To serve, and foremost, as the front line of welcome and hospitality. This position works directly with the Grace School community to professionally interact with visitors, and parents both in person and by telephone. The receptionist works collaboratively with all four divisions to promote the smooth and efficient operations at Grace School.

Accountability:

This position reports to the Director of Advancement.

Overall General Responsibilities

Maintains a thorough knowledge of the school's philosophy, mission, programs, and services.

Furnish information and assistance to Division Heads, staff, and students.

Process applicable forms and distribute accordingly i.e., various forms received from parents to respective faculty/staff member.

Assist in the safe and orderly movement of students to and from the classroom and dismissal duty.

Communicate effectively and professionally with administrators, faculty, staff, and students.

Front Desk Operations:

- Greet and welcome visitors, parents, students, and staff with a friendly and professional demeanor.
- Answer multi-line phone system and direct phone calls to the appropriate personnel or departments.
- Manage incoming and outgoing mail, packages, and deliveries.
- Maintain accurate and organized records, including attendance logs, visitor logs, and other administrative documents.

Visitor and Parent Support:

- Provide information and assistance to visitors and parents regarding school policies, procedures, and events.
- Maintain a sign-in/out system for visitors and parents and ensure compliance with security protocols.
- Work closely with HPD officers to maintain highest safety standards.

Student Support:

- Assist students with inquiries, such as providing directions, helping with forms, and facilitating communication with teachers and staff.

Communications:

- Relay messages, announcements, and information to relevant parties in a timely and accurate manner.
- Coordinate with teachers, staff, and parents to facilitate effective communication.