



**POSITION AVAILABLE BEGINNING AUGUST 2019:
WHITEHAVEN CAMPUS RECEPTIONIST**

JOB TITLE:	Receptionist	HOURS	7:45 am – 3:45 pm
DIVISION:	Whitehaven Campus	WORKED:	Monday-Friday
REPORTS TO:	Louise Hayes, Whitehaven Campus Office Manager	STATUS:	Regular Full-time

I. ORGANIZATION

St. Patrick's Episcopal Day School, located in the Palisades section of northwest Washington, D.C., is a parish day school enrolling more than 480 students on two campuses. The program begins at the three-year-old Nursery level and continues through Grade 8. St. Patrick's students, whose families live throughout the Washington, D.C. metropolitan area, go on to a variety of fine independent schools upon graduation.

The Whitehaven Campus is the school-home to students in Nursery to Grade 5, numbering about 370 in the 2019-2020 school year. Located about a half-mile away, the MacArthur Campus is the school-home to approximately 120 students in Grades 6 to 8. This position is located on the Whitehaven Campus.

II. FUNCTION STATEMENT

The *Receptionist* will work independently and in a team environment to support the Day School's front office operations on the Whitehaven Campus. The *Receptionist* serves as the "face" and "voice" of St. Patrick's, receiving all parents, visitors, and callers during the school day. Setting a tone of warmth, s/he is an inviting presence to everyone who comes through the school's front doors or calls seeking information. The *Receptionist* is not only welcoming but knowledgeable, prepared to respond promptly and accurately to questions or to refer a caller to someone who can.

Other duties include implementing front-entrance security protocols, maintaining daily attendance records, supporting all-school mailings (although most have been replaced by electronic communications), supporting Admission Office operations during parent and student visits, facilitating the transition to after-school activities (clubs, extended day, athletics), and completing other tasks as assigned by the Head of School or the Office Manager/Assistant to the Head of School.

III. RESPONSIBILITIES

1. Attend to visitors, parents, students, and faculty and staff: 50%
 - Answer telephone, screen and direct calls
 - Greet persons entering the Whitehaven Campus building
 - Monitor visitor access and maintain security awareness
 - Ensure that all visitors are properly identified and issued with temporary visitor passes
 - Direct persons to correct destination and accompany them to that location, as needed

2. Provide general administrative and clerical support: 40%
- Work with Maintenance Team to create and maintain an atmosphere in the lobby area that is welcoming, safe, professional, and tidy
 - Receive deliveries
 - Organize conference and meeting room bookings
 - Assist with filing of documents and mailings as needed
 - Maintain attendance and dismissal records
 - Support afternoon carpool procedures through accurate record-keeping of dismissal authorization forms and carpool numbers
 - Maintain daily/weekly schedules for athletics, field trips, and special events in order to respond to parent inquiries
3. Other duties as assigned 10%

IV. QUALIFICATIONS, SKILLS, AND ATTRIBUTES

Supervision: Requires minimal supervision.
Supervisory Responsibility: None.

Work Experience, Training, or Education Required:

1. High school diploma required, bachelor's degree preferred
2. Knowledge of administrative and clerical procedures
3. Knowledge of computers and relevant software application for security check-in
4. Knowledge of customer service principles and practices
5. Knowledge of digital phone systems
6. Knowledge/experience using G Suite by Google including Google Docs, Google Slides, Google Sheets, and Google Drive.

Skills Required:

1. Ability to use sound judgment and work independently
2. Ability to work closely with all constituencies, including nursery- and elementary-aged students, faculty and staff, administrators, parents, and visitors
3. Strong verbal and written communication
4. Strong organizational and interpersonal skills
5. Ability to work in a collaborative manner

V. WORKING CONDITIONS

Physical Demands include standing and walking (retrieving files, delivering documents, to copier, fax, and classrooms), sitting (working at desk), lifting (some, 25 lbs. or less), handling (paperwork), and speaking (students, faculty and staff, parents, visitors)

Start Date: August 19, 2019

Individuals interested in applying for this position should submit a cover letter and resume directly to hr@stpatsdc.org. No phone calls, please.