



Receptionist

Reports to: Lower School Principal

Job Summary:

The *Receptionist* will be a Christian who will be the first point of contact for visitors and students at The Lower School. This person will be responsible for maintaining student attendance, safety and security by following related procedures. He or she will perform a wide variety of receptionist duties in order to assure student attendance reporting is accurate and timely, student safety is the highest priority, and all customers (parents, students, visitors) are provided excellent customer service. This is a 10-month position.

Essential Job Functions:

- Your service at The First Hope of The First Academy is a ministry. In your ministry role, it is imperative that you understand the importance of embracing a Christian Worldview and being an ambassador for the Gospel. The Baptist Faith and Message 2000, The First Baptist Church of Orlando, and the School's Statement of Faith outlined in Article III of its By-laws are the guidelines of Biblical interpretation and application to social and lifestyle issues at The First Academy. As an employee of The First Hope of The First Academy, you agree to minister and to be a role model to students and others within these guidelines.
- Answer phone calls and greet visitors in a pleasant, informed manner for the purpose of providing information
- Ensure all visitors to the Lower School Bldg. are screened with property identification credentials before entry is allowed beyond the reception area
- Forward requests for information and messages to the appropriate individuals
- Oversee, coordinate and perform day to day Lower School administrative functions including word processing, maintaining attendance databases, etc.
- Maintain daily attendance for the Lower School and run attendance reports on a daily and weekly basis
- Relay information to staff and students using a variety of mediums
- Serve as point of contact for the receipt of deliveries to the Lower School receiving area
- Assist with other office support responsibilities as requested by the Principal or Assistant Principal

Required Qualifications and Experience:

- Evidence a mature personal Christian faith consistent with *The First Academy Statement of Faith* including: being a born-again Christian and active Church member, exhibiting a close personal walk with Jesus Christ, modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles
- Present a positive image of the school to others and to the community

- Maintain an appropriate work/life balance
- Demonstrate strong problem solving and conflict resolution skills, incorporating the appropriate level of diplomacy and tact
- Possess solid written and verbal communication skills, and strong organizational skills
- Demonstrated proficiency in Word, Excel, Outlook and email
- Demonstrated ability to handle confidential information
- Finish tasks in a timely manner and effectively partner and collaborate with others
- Maintain confidentiality pertaining to school/student matters
- Administer general first aid (CPR certification preferred)
- Minimum of two years of experience in an administrative assistant or receptionist role
- Previous experience in an educational environment a plus
- Minimum Associate's Degree preferred

Consistent attendance is a job requirement

Physical Requirements:

	None	up to 1/3 (occasionally)	1/3 to 2/3 (frequently)	2/3 and more (regularly)
Standing for prolonged periods			✓	
Sitting for prolonged periods				✓
Talking				✓
Hearing audible alarms, voice commands with background noise				✓
Use of hands and fingers to grip, pinch, handle or feel objects, tools or controls			✓	
Climb Stairs / Ladders		✓		
Balance		✓		
Stoop, kneel, crouch or crawl		✓		
Reach, pull, push with hands and arms above head		✓		
Reach, pull, push with hands and arms below head			✓	
Repetition-using an input device-a keyboard or mouse-in a steady manner				✓
Lifting up to 50 pounds with control			✓	

Pushing up to 50 pounds with control			✓	
Close vision with or without corrective lens. (<i>clear vision at 20 inches or less</i>)				✓
Distance Vision with or without corrective lens. (<i>clear vision at 20 feet or more</i>)				✓
Peripheral Vision (<i>ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point</i>)				✓
Depth Perception (vision, ability to judge distances and spatial relationships)				✓
Ability to maintain alertness and attentiveness up to 8 hours				✓
Ability to maintain concentration/focus (e.g., ability to interpret the work environment and make decisions on predetermined operating policies and procedure)				✓
Ability to smell				✓
Ability to work in wet, humid conditions (non-weather)			✓	
Ability to work in outdoor weather conditions to include direct sunlight, heat or cold		✓		
Will include exposure to Bodily Fluids (blood, vomit)		✓		
Noise Level-Loud Noise (Noise when raised conversation is needed)				✓

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.