



# Part-Time Receptionist

## Start Date: November 2021



Lower School Campus (Nursery-Grade 5) • 228 Old Gulph Road • Wynnewood, PA 19096  
City Avenue Campus (Grades 6-12) • 1101 City Avenue • Wynnewood, PA 19096

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## **Friends' Central School Overview**

Friends' Central School is an independent, coeducational Quaker day school founded in 1845 and serving approximately 775 students in Nursery through grade 12. Located in the Philadelphia suburbs, the School has two campuses. The Middle & Upper Schools are located just outside of West Philadelphia in Wynnewood, and the Lower School is on our Old Gulph Road campus in the heart of Wynnewood.

The exceptional faculty at Friends' Central offers a curriculum that cultivates the intellectual, spiritual, and ethical growth of our students. Our pedagogy is grounded in continuing revelation, reflection, integrity, and a willingness to accept responsibility. From Nursery to grade 12, our students participate in a process designed to foster creative, critical, and flexible thinking, along with compassion. As they transform from playful children to skilled, self-possessed teenagers, they are always intellectually curious and engaged thinkers. Friends' Central prepares graduates to succeed in college and in life.

## **Part-Time Receptionist**

Friends' Central School seeks a part-time receptionist for our City Avenue campus, home to our Middle and Upper Schools. This is a 12-month position for the hours of 3:00-6:00 pm, Monday to Friday. The receptionist reports to the Director of Finance and Operations and is a focal point of a visit to Friends' Central and essential to a visitor's first impression of the School. The receptionist needs to be well-presented, outgoing, confident and warm, and have a clear understanding of their duties and the expectations of this new role.

## **Responsibilities:**

- Greet and welcome all visitors in a cordial and professional manner
- Work closely and pro-actively with Admissions and Development Offices so that visitors are anticipated and planned for
- Follow and enforce the School's Visitor Protocol - register all visitors on campus, issue visitor badges and log out visitors
- Ensure desk is covered at all times, coverage to be provided by members of Admissions, Development or the Business Office (even for short breaks of only a few minutes). The front desk cannot be left unattended at any time during the school day
- Answer main school telephone number to respond to inquiries, direct and transfer calls, and take messages
- Maintain telephone/intercom systems – school voice mail, system orientation, updating extensions, updating school messages for school closings, updating internal school directory
- Keep the reception, entrance area, and the OPA room tidy and well presented. Notify janitorial staff promptly of house-keeping needs in the first floor of the Main Building
- Assist in scheduling school events and managing the school's master calendar – overseeing the booking of meeting rooms for high level functions and seminars held at school
- Other administrative duties as assigned

## Qualifications

- A warm, outgoing, confident, and professional demeanor
- A passion for customer service
- Strong communication skills
- Organized and able to multi-task in an atmosphere of constant change/motion and interruption
- Ability to make decisions under stress
- Excellent computer skills (including MS Word and Excel)
- Professional telephone etiquette

Friends' Central School requires all employees and applicants to be vaccinated against COVID-19. An employee who qualifies for a medical or religious exemption will be required to be tested weekly and to submit results to the School. Like all employees, those employees who qualify for a medical or religious exemption will also be required to adhere to strict mitigation measures, including masking and distancing.

Interested applications should send a resume and cover letter to [careers@friendscentral.org](mailto:careers@friendscentral.org).

*Friends' Central School seeks candidates with a commitment to fostering an inclusive learning community who will address issues of diversity, as well as enhance the Philosophy of Inclusivity and Awareness articulated in our [Diversity Statement](#).*

