

**Position:** Hampton Campus Receptionist

**Reporting Line:** Reports to the Director of Enrollment Services & Marketing

## School Summary

All Saints Academy was founded in 1966 as St. Paul's Episcopal Parish School under Father Gilbertson and Father Sturup of Saint Paul's Episcopal Church. The school did not adopt its current name until 1993, when the middle and upper school portions of the facility were added, extending the grades serviced to grade twelve.

## Mission

Inspiring independent thinkers, principled leaders, and humble learners.

## Vision

All Saints Academy exemplifies Judeo-Christian values within an Episcopal tradition. We welcome students of all racial, cultural, and religious backgrounds striving to maximize each student's unique potential by instilling a sense of worth that comes with purpose, direction, commitment, and success.

## Position Summary

All Saints Academy's Hampton Campus Receptionist is friendly and outgoing with excellent communication skills and an attitude of servant leadership. The qualified candidate will be discreet, have experience in providing superior customer service to students, parents, employees, and other visitors to the Hampton Campus.

## Essential Duties and Responsibilities

### Main Office Support

- Greet and welcome visitors by issuing a visitor badge. Notify personnel of visitor arrival.
- Answer, screen, and forward incoming calls.
- Presents in a professional manner and appearance, abides by Employee Handbook at all times.

*Revised September 8, 2023*

- Assist parents/visitors with various questions/concerns in-person, by phone, and/or email.
- Manages the reservations for the BLC Conference room Google calendar
- Exercise independent judgment in performing activities such as scheduling activities, coordinating office functions, administering support for school programs, and handling special projects
- Manages school mailings; assists with shipping and receiving packages including work orders for on campus package distribution.
- Maintains organization and tidiness of BLC Lobby
- Supports faculty and staff by providing information and/or communication to students and parents
- Supports the school clinic and nurse, when needed.
- Orders office and teacher supplies by following the purchase order request guidelines set by the business office. Supplies must be stocked at all times.

## Student Attendance

- Works closely with the Dean of Students and Middle School/Upper School Division Heads in regards to absences, unexcused tardies, and any/all aspects of student attendance.
- Records accurate and timely student attendanceData entry of attendance which includes proper coding entered into the Blackbaud System along with capturing attendance changes that occur throughout the day. Entries include, but are not limited to, detailed times and comments along with proper filing and entries by following FCIS guidelines.
- Coordinates with parents and teachers in the process of locating students
- Generates student attendance reports, as requested.
- Follows the ASA Records Retention Policies in regards to student attendance.
- Acts as liaison between parents, faculty, and administration by locating resources to
- Ensuring effective communication between school administrators, parents, students, and community members
- Maintains organization and tidiness of BLC Lobby
- Maintenance requests for various areas/departments
- Proficient in, but not limited to Google Calendar and Google documents, Microsoft Office including Excel, Power Point, Word and Mac operating systems

*Revised September 8, 2023*

- Hands-on experience with office equipment such as copier, fax machine, printers, etc.
- Familiarity and experience with Blackbaud including input of data and report generation, preferred
- Assist with duties related to new school year activities over the Summer.

Other Duties:

- Helps departments during Summer months with various tasks including mailings, distribution of items for new and returning families, etc.
- The Hampton Campus Receptionist will actively participate in relevant school activities and events to promote the mission of the school as directed by the Head of School.

**Assume other responsibilities as requested by the Head of School, including but not limited to the work assigned in executing the Strategic Plan.**

**Send resumes and cover letters to [HR@allsaintsacademy.com](mailto:HR@allsaintsacademy.com).**

*Revised September 8, 2023*