

Position: Front Desk Receptionist

Reporting Line: Head of the Lower School

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 served 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

The successful Front Desk Receptionist candidate will have a professional attitude and appearance, solid written and verbal communication skills, the ability to be resourceful and proactive when issues arise, have multitasking and time-management skills with the ability to prioritize tasks and maintain a customer service attitude.

Essential Duties and Responsibilities

The Front Desk Receptionist will:

- Greet and welcome visitors and issue visitor badges
- Answer, screen, and forward incoming calls
- Update phone lists
- Assist parents/visitors with various questions/concerns in person, by phone, and/or by email
- Verify volunteer fingerprint status with HR

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- Maintain accurate attendance reports: Data entry of attendance, which includes proper coding entered into the Blackbaud System, along with capturing updates that occur throughout the day with students signing in and signing out. Entries include, but are not limited to, detailed times and comments along with proper filing by following FCIS guidelines
- Work closely with the Division Head in regards to absences, unexcused tardies, and any/all aspects of student attendance
- Act as liaison between parents, faculty, and administration by locating resources to answer inquiries
- Creative Dining (Food Service)
 - Prepare electronic order forms for staff on a monthly basis
 - Support faculty and staff by providing information and/or communication to students and parents
- Help departments with various tasks including mailings, distribution of items for parent events, etc
- Maintain organization and tidiness of lobby
 - Receive and mark packages for distribution along with putting in maintenance requests for delivery
 - Manage the consumables in the office supply cabinet and lower school teacher supplies—e.g. construction paper, bulletin board paper, paints, etc.
- Administrate the Lower School Morning Mile program
- Organize Character Trait certificates
- Serve on the Safety Committee
- Process purchase requests
- Process field trip requests, including scheduling of buses
- Transportation
 - Issue Family ID numbers
 - Maintain afternoon bus list
- Make copies as needed
- Proficient in Google Suite
- Experience with Blackbaud including input of data and report generation, preferred
- Excellent verbal and written communication skills
- Connecting behaviors that lead to a warm welcoming office environment
- Professional manner and appearance

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Other Duties:

- The Front Desk 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.

All positions at All Saints Academy are subject to a background screening and clearance through the Florida Care Provider Background Screening Clearinghouse. For more information about the Clearinghouse, please visit this link:

<https://info.flclearinghouse.com/>

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