



Lower School Lion Lobby Receptionist

Briarwood Christian School (BCS), a ministry of Briarwood Presbyterian Church, located in Birmingham, Alabama, is a co-educational school serving over 1600 students in grades Junior Kindergarten through 12. The school exists to provide a Christ-centered transformational education that equips and inspires each student to glorify God by maximizing his or her God-given abilities.

This is a 10-month position reporting to the Lower School Head.

Personally, the employee's life shall reflect

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility and responsiveness
- A willingness to listen and respond to counsel
- Get along with others and excel at building and stewarding relationships
- Be a self-starter and be able to work diligently without supervision

Character and Competencies

- Mature, living, and active faith in Jesus Christ, and membership in good standing of a local evangelical church
- A passion and ability to effectively contribute to a positive work environment
- Demonstrated passion for and support of Christian education
- Have a pleasant and engaging demeanor
- Must be friendly, helpful and outgoing while carrying out school policy
- A high level of attention to detail
- Experience in customer service
- Professional telephone and office etiquette
- Agreement with the school's Statement of Faith and a lifestyle consistent with the school's Declaration of Moral Integrity (available on school website)
- Successfully complete a criminal background check (reviewed periodically) and MinistrySafe training (renewed every three years)
- Must have a minimum of a high school diploma or GED equivalent; a bachelor's degree is preferred

Scope of Responsibilities

The Receptionist is responsible for providing secretarial, clerical and administrative support to ensure that the Briarwood Christian School staff can provide effective and efficient service.

Hours: 7:00 am – 3:30 pm, Monday-Friday (August – May)

Overall duties include:

- Set up front desk each morning.
- Greet students and parents each morning during carpool. Assist students and parents as needed.
- Secure the front door and buzz each person in after verification using appropriate verification documents (Carpool card\Driver's Licenses\MDO tag\Staff Church\School).
- Maintain security by following procedure and controlling access (monitor logbook, issue visitor badges).
- Welcome guests and notify offices\individuals of guests.
- Welcome prospective families for Admissions Office\campus tours.
- Verify carpool card AND alerts for parents to check out students.
- Answer, screen and forward any incoming phone calls while providing basic information when needed.

- Receive and sort deliveries\couriers.
- Keep up with appointment calendars and schedule meetings/appointments/chapels/events, etc.
- Assist parents via email, by phone or in person.
- Secure the front doors and assist during Fire Drill, Code Red\Yellow, and Inclement Weather.
- Process attendance records including all “check in” and “check out” forms.
- Enter into Renweb all Check in, Check out, Doctor\Dentist excuses. (Approved or unexcused emails from principals, etc.)
- Assist teachers with questions on attendance. Run reports as needed.
- Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.).
- Place orders for supplies as needed.
- Keep updated records and files for Student Alerts, Attendance, Security Officers, etc.
- Perform other clerical receptionist duties such as filing, photocopying, collating, faxing, etc.
- Call Custodial\Maintenance and direct to area needed.
- Assist Dale Keller with work teams as they enter building (receive security clearance).
- Assist teachers\staff by greeting families, receiving class supplies and other materials as items are dropped off.
- Assist families, teachers and students with receiving items (lunches, clothing, books, instruments, etc.) that are dropped off for students. Communicate with teachers/office that items have been received, help students retrieve items.
- Minister to families with cards, phone calls and prayer as they share details\struggles.
- Minister to teachers, students with prayer as needs arise.
- Serve visitors by greeting, welcoming, directing and announcing them appropriately.
- Call for students from ASC\2:20 carpool.
- Call for students from 3:00 carpool\Study Hall.
- Change the sign out sheets at the end of each day (3:00).
- Disassemble front desk each afternoon and make sure all items are locked up.
- Assist PTF with projects, as needed. (PTF treats/luncheon, Fall Festival, Grandparents Day, Summer Reading Awards, etc.)
- **Assist the school Security Team in these ways:** Forward needed dates\information to Jason Springfield, Director of Security, Cub House and Nursery; Each morning inform the officer on duty of the day’s events (Chapel, special guest, etc.); Forward Officers monthly work schedule to Staff, MDO and Nursery; Alert Mr. Springfield and officer on duty of any security concerns.
- **Email to Teachers\Staff Regarding:** Completion of morning carpool, visitor color of the day, notification of items dropped off at front desk for students, campus tour information (date/time).
- Forward Calendars, lunch menus, Officers calendar and other necessary information to Church, Cub House, etc.

How to Apply

- Prepare a one-page cover letter naming the title of the opening and including a brief introduction, Christian testimony, church involvement and outline of your key attributes that you feel reflect your suitability for this position.
- Prepare an up-to-date resume, listing all personal contact information, contact details of three references (who we will only contact after confirming with you), detailed educational credentials, and relevant work experience.
- Submit your cover letter AND resume to bcsemployment@bcsk12.org
- Select candidates will be asked to complete an online application by invitation only.

Updated 6/25/26