



Job Description Front Desk Position - Part Time

Front Desk Administrative Assistant: [Online Application](#)

Westminster Christian School exists to provide an environment where students encounter the love of Christ, experience transformation, and are driven toward excellence. Westminster aims to educate the whole child; preparing each child academically, spiritually, socially, emotionally and physically in order to live for God's glory and serve his kingdom. As such, all Westminster personnel will maintain the Biblical standards of high character, while working to support staff and administration with the ultimate goal of providing an enriching educational experience for students. All Westminster personnel submit to Scripture as their authority in faith and in life in order to set an example for students. In all, Westminster personnel will work to the school's end of providing a loving, transformational and excellent environment for students to learn and grow.

POSITION SUMMARY:

The administrative support person at the front desk is responsible to:

- Greet and provide support for students, parents, staff, and visitors in the building.
- Answer phones and direct calls.
- Attendance:
 - Maintain attendance and check in/out in the main building.
 - Contact families when students become ill during the day. Talk directly with parents to receive permission for student to leave.
 - Keep accurate records and initiate intervention with appropriate program principal.
- Monitor students in grades 5-6 in after school care.
- Monitor and buzz all three doors. Assist in maintaining a secure building.
- Provide support to administration as directed.
- Help to manage noise level in lobby area.
- Assist in maintaining a clean lobby area.
- Sort mail for business office and church.

POSITION CHARACTER PROFILE:

The following skills and qualities are necessary for this position:

- Actively engage with students, parents, and staff in an affable/encouraging manner—set the tone.
- Professionally engage appropriately with parents, students, and teachers respectfully.
- Modestly dressed and willing to respectfully encourage others to do the same within our dress code.
- Able and willing to disciple students in conflict (within reason).
- Willing to encourage the students to maintain our community covenant.
- Engage faculty or administrative assistance when needed.

- Calm in high stress situations, able to prioritize multiple tasks/people in a professional manner.
- Technically proficient with Word, Excel, Google Calendar/mail/docs.
- Willing to be trained in the door system, walkies, and phone extension system.

SAFETY REQUIREMENTS:

- Knowledge of how to respond to medical emergencies and severe allergic reactions as directed.
- Work with school personnel in successful implementation of Crisis Management Plan.

TIME COMMITMENT:

The hours for the part-time front desk position are Monday through Friday from 2:30 - 5:30 p.m.