

Upper School Office Receptionist Detailed Job Description

The main office receptionist is primarily responsible for creating an atmosphere of welcoming hospitality to every person who visits OLOM.

Other responsibilities of the main office receptionist include:

- Greets and provides assistance to visitors, parents, teachers and students.
 - Visitors
 - Maintains main office visitor sign-in log
 - Gives anyone entering the student area of campus an OLOM visitor badge that must be worn in a manner that is visible to students, faculty and staff; collects badge when visitor leaves campus
 - Provides access to classrooms only with teacher permission
- Answers phone and intercom.
 - Monitors main office voice mail
- Directs process of student check-ins/outs and maintains student attendance records.
 - Issues tardy passes when student checks-in after prayer and announcements
 - Issues hall passes when a student is returning to class from the office
- Maintains security of entry and hallway doors.
 - Ensures that hallway entry doors remain locked at all times and monitors office doors and campus gates
- Directs reports (lunch reports, cafeteria payments, maintenance requests, notes and various forms for collections by clubs and/or organizations) to appropriate personnel.
- Handles mail, faxes and deliveries.
- Compiles morning and afternoon announcements.
- Assists administration with substitute teachers.
- Monitors sign-in records for faculty and staff.
- Performs other duties consistent with the nature of the positions or that may be requested by the OLOM administration.