The Birchwood Montessori Academy

https://thebirchwoodacademy.com/?jobs=preschool-assistant-director-2

Preschool Front Desk Receptionist

Description
The preschool front desk receptionist is responsible for providing excellent customer service to parents and visitors, maintaining accurate records, and supporting administrative tasks. They will be the first point of contact for families and will play a key role in creating a welcoming and supportive atmosphere for all who enter the preschool.

Responsibilities

- Greet parents, children, and visitors in a friendly and welcoming manner.
- Answer phone calls and emails, and respond to inquiries in a timely and professional manner.
- Maintain accurate records of attendance, enrollment, and student information using the preschool's database software.
- Support administrative tasks such as filing, copying, and distributing paperwork.
- Maintain a clean and organized front office area.
- Monitor visitor access and maintain security protocols.
- Assist with special events and activities as needed.

Requirements:

- High school diploma or equivalent, with some coursework in early childhood education or related field preferred.
- Relevant experience in a receptionist or customer service role, preferably in a school or early childhood education setting.
- Excellent communication and interpersonal skills, with the ability to communicate clearly and effectively with parents, colleagues, and visitors.
- Strong organizational and time management skills, with the ability to multitask and prioritize responsibilities.
- Knowledge of standard office equipment and software, including word processing, email, and database management.
- Strong attention to detail and accuracy in record keeping.
- Professional demeanor and ability to maintain confidentiality.

Hiring organization
The Birchwood Academy

Employment Type
Full-time

Working Conditions
The preschool front desk receptionist will work in a front office setting, with occasional interaction with children and teachers. They will work a typical 8-hour workday, with occasional evening or weekend events.

Physical Demands:
The preschool front desk receptionist will spend most of their workday sitting and using a computer,
phone, and other office equipment. They may need to lift and carry boxes or supplies, and must be able to move around the front office area as needed.should be able to move around the preschool facility comfortably.

Summary
This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Date posted
October 8, 2023