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# Example of School Receptionist Job Description

Our company is growing rapidly and is looking for a school receptionist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for school receptionist

* Keep reception area organized, neat, and clean
* Monitor conference room calendars ensuring rooms are not double booked
* Maintain employee/intern/co-op/contractor sign in and sign out tracking sheets and assist with inputting weekly time tracking data
* Update and distribute organization’s phone extension list as needed
* Maintain and update a front desk resource manual
* Assist with coordinating visitors for Pro-Pay meetings and DSP meetings as requested
* Perform miscellaneous administrative tasks to support department team members as requested
* Gives routine information to individuals with inquiries about the school
* Initial review of enrollment documents
* Assist with coordination of school events and processing, production & distribution of memos, newsletters

## Qualifications for school receptionist

* Ability to attain CPR and First Aid Certification as required
* Team player willing to roll up sleeves and do whatever it takes to get the job done
* Must be able to travel between school campuses during the work day as needed
* Order and distribute school uniforms
* Produce academic and school culture reports (report cards, progress reports)
* Review Calendar requested for conference room usage on campus