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# Example of School Receptionist Job Description

Our company is looking to fill the role of school receptionist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for school receptionist

* Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes
* May perform various functions relating to students, such as locker assignments, emergency cards, record keeping, attendance, health room
* Communicate information to staff, students, parents through various means, writing, public announcement systems, radio
* Interact with and provide assistance to teachers, students, principals, custodians, nurse, district personnel and parents
* Assist Administrative Assistant, Attendance Specialist and Library Media Specialist if necessary
* Developing/preparing meeting agendas
* Entering/gathering IT data
* Running report cards and honor rolls
* Maintaining students records/files
* Signing in guests

## Qualifications for school receptionist

* Handling parent and sponsor requests
* Maintaining the building calendar through Outlook with appointments
* Managing and posting homework hotline
* Managing and posting daily/weekly tutoring rosters with houseparents, and other office duties as assigned
* High integrity to be a role model for the children
* Able to secure Child Abuse, FBI and State Police clearances