



CAPSTONE

Classical Academy

Receptionist-Front Office Assistant Job Description

10-month (summers mostly off); Full-Time
Reports to Executive Assistant to the Headmaster

Necessary Skills

- Adept at standard office use of email, word processing, spreadsheet, and various databases and office software solutions. Training will be provided as needed for specialty software used by the school.
- Strong interpersonal skills with a high emotional and social IQ.
- Use of extreme discretion and proven commitment to confidentiality.
- Strong communication skills, both oral and written.
- Exceptional time management skills and strategic thinking.
- Strong collaborative skills with adaptability and flexibility.

Responsibilities and Expectations

- Hours: 7:30-3:30 on school days and in-service days; other hours on as-needed basis as directed by Executive Assistant to the Headmaster
- Pray for the Headmaster to faithfully execute his calling in the ministry of Capstone Classical Academy.
- Pray for Capstone Classical Academy's board, leadership team, faculty, staff, and families.
- Represent Capstone Classical Academy's mission, and most importantly, Jesus Christ, by submitting to the Holy Spirit in interactions with colleagues and families to the glory of God.
- Serve all stakeholders who seek services and assistance in the front office of the school by:
 - Answering phones and greeting guests.
 - Directing them to the appropriate people or resources.
 - Making announcements as necessary through email, school apps, and the public address system.
 - Caring for students who come to the office with academic, personal, or medical needs.
- Serve as a key member of the school's security team by controlling access through the front doors.
- Collect and keep accurate attendance records for students and employees.
- Manage other key front office and school software solutions and their data entry.
- Assist the Lower School Dean and admissions office as needed and able, always making the above core responsibilities the highest priority.
- Provide helpful observations and critique to the Executive Assistant to the Headmaster for the purpose of helping him/her to improve Capstone's service to its families, faculty, and staff, and to help him/her to support this position of office assistant with excellence.

Salary and Benefits

- Competitive salary commensurate with experience when compared to private school/non-profit market.
- Employee medical insurance with optional a la carte family insurance.
- Retirement plan matching.
- Priority tuition support consideration for children attending Capstone.
- Generous paid time off, including paid time off for most school calendar holidays and summers off with the exception of a few summer meetings as required by the Executive Assistant to the Headmaster or the Headmaster himself.