



ST. ANNE SCHOOL

JOB DESCRIPTION

Front Desk Assistant

St. Anne School, an independent Catholic School in Laguna Niguel, is seeking an exceptional front desk daycare assistant. We are looking for a talented, energetic, hard-working, team player to join our strong faculty.

RESPONSIBILITIES:

- Act as a role model of professionalism in a Catholic environment.
- Support the philosophy, policies, goals of the school, as well as the decisions made by Board of Directors and Administrators.
- Insure the health, safety and welfare of all students.
- Hold in strict confidence all matters pertaining to school.
- Adhere to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attend faculty and administrative meetings as needed.

The St. Anne School front desk assistant is responsible for supporting the director of daycare in the day to day functions of the daycare. The duties of the St. Anne school front desk assistant will include, but not be restricted to, those listed below.

DUTIES:

- Warm and welcoming first contact with public inquiring about St. Anne School
- Set a good example according to daycare objectives.
- Be enthusiastic.
- Maintain neat and orderly office environment.
- Supervises daily lunch duty.
- Planning and implementing activities for daycare is also required of assistants.
- Participate all activities with your students.
- Maintains daycare room + hallway including updating bulletin boards with children's Art and or projects, etc.
- Overseeing student check in, sign-out.
- Care for sick students when nurse or director of daycare is not available.
- Performs clerical tasks such as filing, typing, photocopying, collating and distributing materials
- Maintain daycare nurse station
- Encourage and facilitate your kids participation in all activities by implementing appropriate strategies, such as visual structure and reinforcement
- Answer and screen incoming calls and provide program information as requested in a pleasant manner.

- Maintain walkie-talkie contact with administration/admin Support/teachers and daycare personnel.
- Prepare and distribute directors written communications: ie. newsletter and flyers when needed.
- Assist with teacher as needed.
- Sufficient maturity and judgment to function in crisis situations. Ability to seek leadership as necessary and use it constructively.
- Oversee the office and assist in everyday duties
- Liaison with parents/public and St. Anne staff.
- Providing routine information on school policies and procedures.
- Assist parents at the counter, over the phone or by email
- Assist with ill children as needed
- Assist other staff with problem solving
- Assist in registration by printing calendars, handbooks, tuition rates, curriculum, etc.
- Contact facilities with preschool needs and questions using work orders and walkie talkie, assist in preparing work orders for submission.
- Communicating /mailing admissions information to prospective families
- Managing the telephones - answering phones, retrieving messages, and delivering messages, providing initial information about the school, logging inquiries, sending out requested information.
- Maintaining calendar
- Provide routine information on school policies and procedures.
- Punctuality: arrives to work on time.
- Presentation: is poised, well mannered, neatly and appropriately dressed, well groomed, and clean. Follows staff handbook dress code.
- Document incidents with daycare assistants, parents, and or students
- Summer Camp duties as assigned
- Filing when needed.
- All other duties as assigned

QUALIFICATIONS:

- A minimum of 3 years professional experience.
- Experience with developing and maintaining productive working relationships with parents, administrators and faculty.
- Excellent verbal and written communication skills.
- Ability to utilize Blackbaud software for the entry, utilization, and generation of reports for all admissions-related information.
- Ability to utilize Word, Excel (build reports and charts), Publisher, PowerPoint as needed.
- Ability to be an effective team member of a strong team.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop,

bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Ten-month, full time hourly non-exempt employee, 10am to 6pm (7.5 hours)

Reports to: Director of Daycare

This is a full time hourly non-exempt position. Please send cover letter, resume, and references to the Director of Human Resources, Melissa Vergara at hr@st-anne.org