



Front Desk Receptionist

Position Type: Full-Time

Reports To: School Administration

POSITION OVERVIEW

The Front Desk Receptionist serves as the first point of contact and the face of our school, setting the tone for every visitor, student, parent, and staff member who enters the building. This individual creates a welcoming, professional, and Christ-centered environment while supporting daily office operations and campus security procedures.

We seek an upbeat, joyful professional who greets others with warmth and kindness while confidently upholding school policies and procedures. The ideal candidate loves children, enjoys serving people, and reflects Christ in both attitude and actions. This person combines hospitality with attentiveness, professionalism with warmth, and positivity with firmness when needed.

ESSENTIAL QUALITIES

- Demonstrates a commitment to the mission and values of Brazos Christian School
- Warm, welcoming, and service-oriented
- Professional demeanor with the ability to enforce policies respectfully and confidently
- Punctual, dependable, and able to maintain consistent attendance
- Strong interpersonal and communication skills
- Detail-oriented with sound judgment and problem-solving ability
- Organized and capable of managing multiple tasks in a fast-paced environment
- Calm and attentive in high-traffic or emergency situations

QUALIFICATIONS

- Prior receptionist or office experience preferred
- Experience with office management systems and procedures
- Proficiency in Google Workspace, Microsoft Office and general computer applications
- Working knowledge of office equipment (multi-line phones, printers, postage machines, etc.)
- Strong written and verbal communication skills
- Ability to maintain confidentiality
- Required background clearances for school personnel

PRIMARY RESPONSIBILITIES

- **Hospitality & Office Support**
 - Greet all visitors, students, parents, and staff in a courteous and professional manner
 - Direct guests appropriately and announce visitors as needed
 - Answer and route phone calls efficiently
 - Maintain a clean, organized, and professional front office environment
 - Provide administrative support, including copying, emailing, and general clerical tasks
 - **Safety & Security**
 - Manage secure campus entry and ensure visitor compliance with school procedures
 - Communicate and enforce school policies clearly and consistently
 - Remain vigilant while on duty and monitor front office activity
 - Assist with emergency procedures, including evacuations, as directed
 - Maintain familiarity with the school's emergency action plan
 - Perform other duties as assigned
 - **Physical & Work Requirements**
 - Ability to sit for extended periods
 - Occasional light lifting (up to 20 pounds)
 - Ability to respond quickly in emergency situations
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EQUAL EMPLOYMENT OPPORTUNITY

Brazos Christian School is an equal opportunity employer and complies with all applicable federal and state employment laws. Employment is contingent upon successful completion of required background checks and clearances.