

**Job Posting
School Receptionist**

**Westlake Christian School
Palm Harbor, Florida**

Westlake Christian School, a National Blue Ribbon School and the premier private school in the northern Pinellas County, western Hillsborough, and southern Pasco County region, is seeking a highly motivated, engaged, and outgoing School Receptionist.

The school receptionist position is vital to the daily operations of Westlake Christian School. The receptionist greets families and visitors to the school, answers telephones, and provides clerical support. This is a full-time, year-round position with paid time off during school breaks and in the summer.

Requirements

- High School diploma or equivalent. Bachelor's degree preferred;
- Receptionist or job-related experience, preferably in a school setting;
- Evidence of organizational skills and ability to manage time and prioritize workload effectively;
- Evidence of computer skills sufficient to maintain files and correspondence, and to utilize the student information system.
- Proficient in the use of Microsoft Office Suite, particularly Word and Excel;
- Ability to perform in a professional manner and maintain confidentiality;
- Ability to work well with others and demonstrate flexibility and adaptability;
- Evidence of effective communication skills, both in speaking and writing; and relationship-building capabilities.

Duties and Responsibilities

- Greet and assist all visitors and students.
- Answer phones and take messages.
- Manage school check-in system.
- Provide customer service aligned with the school's core values.
- Supervise students waiting to see administrators.
- Provide support in preparing for prospective family tours and potential new student evaluations.
- Open or close the school office daily, as scheduled.
- Provide support for special events.
- Handle general clerical duties to support administration and faculty as needed.
- Provide support to maintain an efficient office environment and general school areas.
- Perform data entry and record keeping tasks.
- Manage daily lunch orders and provide daily lunch report.
- Maintain student attendance tracking and data input in coordination with the School Principal.
- Assist with monthly fire drills and maintain fire drill logs and data.
- Manage and coordinate all fee-based income (sale items, athletic fees, etc.)
- Abide by all cash handling policies and procedures.

Additional Responsibilities

- Be a growing, self-discipling Christian able to articulate your faith journey.
- Model Christian values inside and outside the school by living a life consistent with traditional Biblical precepts.
- Professionally represent the school and church in interactions with parents, community, staff, and students, keeping those interactions positive and encouraging.
- Maintain confidentiality of students, families, and staff information.
- Attend after-school monthly staff meetings as required by the Office Executive.
- Participate in school functions after regular school hours, including back-to-school night, Christmas program, spring program, and other scheduled events, as determined by the Office Executive.
- Be committed to following the principles found in Matthew 18 to resolve interpersonal conflict between colleagues or with administration.

Salary and Benefits

- Westlake Christian School strives to offer a high-quality, competitive compensation and benefits program, including medical, dental, life, retirement plan, and paid vacation and sick days.
- Hourly position with an annual salary range of \$33,000 to \$41,500 based on experience and education.
- Generous paid time off including school year breaks, reduced work weeks in the summer, and summer vacation weeks.
- Hours are 8:00 a.m. to 4:00 p.m. when school is in session. Hours are flexible with the approval of the Office Executive when school is not in session.

To Apply

For consideration, candidates should apply online at [Westlake Christian School Employment](#) and upload a cover letter and resume as part of the application.