Receptionist

Blue School is an independent school in downtown Manhattan that serves children from age 2 through 8th grade. Blue School seeks to both practice and model a dynamic balance between creative thinking, academic mastery and self, and social learning, and to educate irrepressible innovators, and adaptable problem solvers. Please learn more about us at www.blueschool.org.

We are currently accepting applicants for a Receptionist.

Summary

Our ideal candidate is warm and friendly and acts as the face of Blue School. The receptionist is the first point of contact for all visitors, current families and students, and prospective families and students, and as such, is responsible for reflecting the overall Mission, Vision, and Values of the school in their interactions with the entire community. This position reports to the Director of Operations and Auxiliary Programs.

Responsibilities of this position include but are not limited to:

1. Administration:
   - Answering phones and emails, serving as the school switchboard, and redirecting communication as necessary
   - Maintaining visitor logs
   - Accepting deliveries and supporting distribution
   - Assisting with mailings
   - Copying, filing and other office tasks related to this position.

2. Data Management:
   - Data entry into the student database system, including maintaining student and parent information and attendance throughout the day
   - Managing school calendars

3. Supporting School Operations:
   - Scheduling and coordinating shared space usage
   - Supporting operational functions, such as disseminating metrocards to students and completing field trip MTA forms
   - Supporting setup and breakdown of school events, as needed
   - Providing additional support for after school and evening events

4. Security and Emergency Support:
   - Understanding all emergency protocols and providing key support during emergency situations and drills.
   - Monitoring security cameras and communicating with security and facilities team
   - Managing sign-in and sign-out procedures for all students, employees, and visitors to the school
   - Coordinating sign out and dismissal for students in After School
• Implementing and enforcing all health and safety protocols for people entering and leaving the building

Experience Requirements:

• 1-2 years of relevant experience in similar function
• High School Diploma required

Knowledge and Skills:

The ideal candidate is self-motivated with strong verbal and written communication skills, positive energy, and a customer-service orientation. Must have a good working knowledge of Google Suite: Drive, Calendar, Sheets, Docs, and Gmail, Microsoft Word, and Excel, and be comfortable working in a Mac-based environment. A successful candidate must be highly organized, a good decision maker and problem solver, and have the ability to juggle multiple responsibilities in a collaborative work environment that moves at a fast pace. This person must also possess sound judgment in situations that require discretion and/or immediate attention. Confidentiality is a must. CPR/First Aid certifications, security licensing/training, and previous work in a school are a plus.

This position is available starting August 22, 2022. The hours for this position are 10:00 AM - 6:00 PM. Base pay range is $18-$22/hour, commensurate with experience.

To Apply:

Interested candidates should submit a cover letter and resume to HR@blueschool.org with Receptionist in the subject line to be considered.

Blue School is committed to achieving a diverse workforce providing equal opportunities to all employees and applicants. We value, respect, and celebrate differences. Employment is decided on qualifications, merit and school needs and not on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.