



Title: Office Receptionist
Hours: Full-time | Hourly

Reports to: Director of Operations
Certification: None

Background on the Organization

Ambition Preparatory Charter School is deeply committed to ensuring that every student in grades K-8 receive the high-quality education that they deserve. Our mission is to provide students with the academic skills and self-discipline needed for college and life success through high-quality instruction, intensive academic supports, and hard work.

Please visit our website, www.ambitionprep.org, for additional information.

Job Responsibilities

The Ambition Prep Office Receptionist is charged with managing the front office, keeping organized student files, communicating with families, answering calls and greeting visitors, entering attendance data, ensuring nutrition compliance, and supporting the operations staff

Job Responsibilities:

- Manages all aspects of the school's front office, including daily attendance, visitors and phone calls, parent communication, upkeep of student files, coordination of student enrollment, and communication with community partners
- Acts as primary point person for all front office tasks
- Acts as primary point person for all visitors and callers
- Supports the coordination of all parent communication
- Assists with accurate daily counts of lunch, breakfast, and snack.
- Assists in coordinating minor student health needs
- Collecting school payments for uniforms, etc.
- Negotiating and completing the purchase of office supplies, office equipment, etc., for the school support staff in accordance with purchasing policies and budgetary restrictions
- Supervising the maintenance of office equipment, including copier
- Participating as needed in special projects
- Managing all school-wide administrative functions such as meeting and event planning
- Performing other duties as assigned



Desired and Required Experience

- Bachelor's degree, preferred
- Background check passed, required
- Minimum of 3 years clerical experience, required
- Detail orientation with exceptionally strong initiative and follow-through
- Strong computer skills, including Microsoft Excel, Word, and PowerPoint
- Experience working with under-resourced communities, families, and/or students
- Strong relationship-management skills
- Experience in managing and influencing teams and individuals to meet specific and strategic outcomes

Desired Characteristics

- Unwavering commitment to Ambition Prep's mission, students, families, and community is non-negotiable
- The belief that all students can learn at a high level, regardless of race, culture, or socioeconomic status
- Ability to multi-task and work with an ambiguous, fast-moving, start-up environment
- Team player: demonstrates maturity, growth mindset, strong work ethic, follow through and flexibility
- Ability to take constructive feedback and quickly incorporate feedback
- Innovative, creative, organized and willing to take risks

Compensation

Ambition Preparatory Charter School offers competitive salary and benefits commensurate with experience. Ambition Preparatory Charter School is an Equal Opportunity Employer and does not discriminate on the basis, of race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability, pregnancy or veteran status.

Disclaimer: This job description describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. Ambition Prep reserves the right to change any or all content of this job description based on business needs.