



The Donoho School

Upper School Receptionist Position Description

Position Summary

The Upper School Receptionist serves as the welcoming first point of contact for students, parents, faculty, and visitors. This position supports the daily operations of the Upper School by managing attendance, phone communications, lunch orders, and the overall organization of the front office.

Primary Responsibilities

- Greet and assist students, parents, and visitors in a professional and friendly manner.
- Answer and direct incoming phone calls; take accurate messages as needed.
- Maintain daily student attendance records, including absences, tardies, and early dismissals.
- Communicate attendance information to faculty and administrators as required.
- Coordinate and track student lunch orders; communicate with vendors and families as needed.
- Organize and maintain the front office, including files, forms, and daily schedules.
- Assist with distribution of announcements, mail, and deliveries.
- Support Upper School administration with routine clerical tasks and special projects.
- Help ensure a safe, orderly, and welcoming environment in the front office.

Qualifications

- High school diploma required; associate's or bachelor's degree preferred.
- Strong organizational and communication skills.
- Proficiency with basic office technology and software.
- Ability to manage multiple tasks with accuracy and professionalism.
- Friendly, dependable, and service-oriented demeanor.

Work Environment

Full-time, school-year position in a busy Upper School front office with regular interaction with students, parents, faculty, and visitors.

All inquiries should be made to Sharon Burt at sburt@donohoschool.com.