

**Plymouth Christian Academy**  
**Elementary School Receptionist**

**Position Summary**

Plymouth Christian Academy is seeking a friendly, organized, and service-minded Elementary School Receptionist to support the daily operations of the elementary office. This position serves as the first point of contact for families, visitors, and staff, providing clerical and administrative assistance while helping maintain a welcoming, safe, and Christ-centered environment.

The receptionist interacts daily with students, parents, administrators, teachers, and support staff. This role requires strong communication skills, confidentiality, professionalism, and the ability to manage multiple responsibilities efficiently.

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**Position Details**

Position Type:	Full-Time (9-Month Employee)
Reports To:	Office Manager
Work Hours:	7:15 AM – 3:15 PM
Pay:	Hourly
Employment Term:	Begins approximately one week before teachers report in August and ends approximately one week after school concludes in June.

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**Personal Qualifications**

The successful candidate is expected to demonstrate patience, humility, integrity, kindness, and professionalism while performing daily responsibilities.

In faithful Christian living, the candidate is expected to:

1. Maintain a consistent daily walk with Jesus Christ.
2. Believe the Bible is God's Word and the standard for faith and daily living.
3. Model biblical principles in attitude, speech, and actions toward others (Luke 6:40).
4. Be actively involved in a local church whose Statement of Faith aligns with PCA's Statement of Faith.

5. Demonstrate the importance of Scripture study, prayer, and unity within the Body of Christ.
  6. Support PCA's Statement of Faith and Christian philosophy of education.
  7. Exhibit spiritual maturity and personal leadership that supports and nurtures children.
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#### Qualifications

- High School Diploma or GED required
  - Minimum of one year of administrative/office assistant experience preferred
  - Strong interpersonal skills and the ability to build relationships with students, parents, and staff
  - Excellent organizational and time management skills
  - Strong written and verbal communication skills
  - Ability to maintain confidentiality and handle sensitive information with discretion
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#### Key Responsibilities

The Elementary School Receptionist will:

- Answer phones, manage email communication, and follow up on messages as needed
- Welcome visitors and assist families in a professional and courteous manner
- Operate security doors and screen visitors to support campus safety
- Sort and distribute mail, deliveries, and office materials
- Assist with office projects, assignments, announcements, and communication to families and staff
- Collaborate with support staff and volunteers to prepare copies, mailings, and student materials
- Maintain accurate attendance-related records and support office documentation as needed

- Communicate with prospective families regarding general questions and inquiries
  - Assist with minor student needs and respond appropriately to minor emergencies
  - Complete daily tasks, memos, and reports in a timely manner
  - Perform additional duties as assigned by the Office Manager
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#### Background Check Requirement

School policy requires that each successful applicant be free of serious legal infractions, as determined through a criminal background check conducted through local, state, and federal agencies.