

WESTLAKE CHRISTIAN ACADEMY

RECEPTIONIST

GRAYSLAKE, ILLINOIS | WESTLAKECHRISTIANACADEMY.ORG | INFO@WESTLAKECHRISTIANACADEMY.ORG

The Receptionist serves as the face of Westlake and the initial point of contact for parents, students, staff and visitors. The receptionist seeks to identify needs and connect them with solutions through warm and excellent service.

QUALIFICATIONS

- Consistently demonstrates grace, empathy, and high integrity, embodying a cheerful, optimistic, and welcoming spirit
- Team player with a "can-do" attitude
- Practices an uncompromised level of discretion and confidentiality
- Fully understands, embraces, and articulates the school's Christian mission, philosophy, and standards of conduct to families, guests, and staff
- Maintains a calm, composed, and reassuring demeanor
- Able to multi-task, maintain organization, manage record keeping, and meet deadlines
- Punctual, dependable, and committed to high standards of administrative quality and professional customer service
- Minimum education: High School Diploma
- Minimum of 1-2 years in office/reception preferred
- Proficient in Google workspace or willing to learn

RESPONSIBILITIES

- Greet parents, students, visitors, and teachers and address questions
- Monitor front door and security cameras
- Answer phones and emails
- Track tardies, attendance, and disciplinary points in FACTS SIS
- Assist with copying, filing, and general office duties
- Administer approved medication and provide basic first aid

ACCOUNTABILITY

- Answers directly to the Office Manager

HOURS, HOLIDAYS, VACATION

- Non-exempt, full-time, hourly position, which carries the expectation of a maximum of 40 hours per week.
- This position runs during the school year. Summer is off except for working full-time 2 weeks prior to the first day of school and 2 weeks after the last day of school.
- During the school year, hours are 7:00 a.m. - 3:30 p.m. with 30 minutes for lunch.
- Pay: $17.40 per hour.

BENEFITS SUMMARY

- 50% WCA tuition discount
- Complimentary extended care, while executing job duties
- All school holidays and school breaks are given off (unpaid)
- Paid Time Off - 1 hour earned for every 40 hours worked
- No health, dental or vision benefits