Summerfield | WALDORF SCHOOL & FARM

All School Receptionist ($20-26)

We're seeking an enthusiastic, organized, and welcoming All-School Receptionist to be the heart, face, and voice of our main office. In this role, you'll greet families, answer calls, assist staff, keep our master calendar running smoothly, and support basic first aid for our students. If you have 2+ years of administrative experience, strong tech skills, a calm and friendly presence, and a passion for Waldorf education, we'd love to meet you.

Key Responsibilities

- Receiving and assisting parents, children and staff.
- Answering telephone calls, taking messages, and managing the voicemail system.
- Ringing school bell at beginning & end of class periods.
- Providing basic first aid and care for lower school students.
- Writing tardy slips and entering attendance in the school database.
- Managing lunch registration in the school database.
- Making copies for teachers and students.
- Managing incoming and outgoing mail, and maintaining faculty and staff mailboxes.
- Scheduling rooms, calendaring, and maintaining faculty and staff contact list.
- Ordering and organizing office supplies.
- Managing small school store sales, maintenance, and inventory.
- Providing administrative support for the lower school field trips and the Director among other miscellaneous tasks.

Qualifications

- 2-plus years actively employed in an administrative capacity
- College degree preferred

Compensation and Benefits

This is a full-time, non-exempt hourly position, scheduled Monday - Friday, approximately 30 -40 hours per week for 38-40 weeks/year. The hourly range is $20-$26, depending on experience. Summerfield offers excellent benefits, including generous healthcare.

To Apply

Please email your letter of intention and resume to Janet Anguiano, HR Manager, at janet.anguiano@summerfieldwaldorf.org. Please also include three professional references with phone numbers.