WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description
Title: High School Receptionist
Qualifications: ● High School diploma or equivalent. Associates Degree or higher is preferred. ● Prefer a minimum of three years or more office experience, preferably in a public school ● Possess a thorough knowledge of and familiarity with modern office equipment, technology,
electronic equipment, and software applications and operations. ● Proficiency in the use of Microsoft Office (Word, Access, Excel, and PowerPoint), Google
Suite, and willing to learn new software programs as needed. ● High level of professionalism and the ability to maintain confidentiality. ● Excellent verbal and written communication skills. ●

Performance Responsibilities: ● Greets all visitors courteously, determines their needs and directs them to the proper
person. ● Communications to families and follow up regarding outstanding balances of
activity