



7681 Orangethorpe Avenue
Buena Park, CA 90621

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www.stpius5school.net

Front Office Receptionist 2025 - 2026

POSITION DESCRIPTION:

The Front Office Receptionist at St. Pius V Catholic School is a critical component of school/home relations. The role established for purpose/s of providing general clerical support within the school site; ensuring accurate attendance accounting, maintaining a variety of student records, developing and maintaining liaison relationships with the parish, pastor/priests, principal, teachers, and parent groups, and serving as the first point of contact for all parent inquiries and prospective student inquiries relative to the admissions process.

Front Office Reception:

- Greets individuals entering the school office (e.g., visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries, directing individuals to the appropriate location/personnel, and/or ensuring that all visitors have signed in on the visitors' log.
- Performs record keeping and general clerical functions (e.g., proofreading, filing, copying, faxing, etc.) for the purpose of supporting school operations
- Processes documents, forms, mailings, and materials as needed
- Assists other personnel for the purpose of supporting them in the completion of their work activities
- Monitors students referred for illness or disciplinary action for the purpose of ensuring their safety and welfare, as assigned
- Monitor and oversee student injury, accidents, illness, and allergy and medication logs
- Oversees that all volunteers are fully compliant with Diocesan clearance requirements
- Maintain and update the Volunteer Spreadsheet (compliance/clearance) on a weekly basis or as needed for individual volunteers
- Monitor the Nurse/Healthroom volunteer schedule
- Maintains a wide variety of documents, files, and records (manual and computer) (e.g. administrative records, building keys, office procedures, all forms, building personnel records, student files, etc.) for the purpose of providing up-to-date reference and audit trail
- Responds to inquiries from a variety of internal and external parties by phone, letter, and/or in person (e.g., staff, parents, students, public agencies, etc.) for the purpose of

providing information, facilitating communication among parties, and/or referring to others

- Maintains inventories of supplies and materials (e.g., all general supplies, equipment repairs, etc.) for the purpose of ensuring items' availability
- Retrieve and respond to messages as appropriate.
- Compose a variety of correspondence independently or from oral instruction; retrieve information as requested by school personnel
- Maintain confidentiality of sensitive and privileged information
- Prepare and maintain records related to the assignment
- Participate in special projects and research related to the administrator's area of responsibility
- Prepare and maintain a variety of records related to assigned activities
- Establish and maintain filing systems
- Compile and duplicate related materials as needed
- Maintain assigned calendars
- Receive, open, sort, screen, and distribute incoming mail
- Assist Marketing and Admissions Director with Admissions
- Perform related duties as assigned

Registrar:

- Maintains a variety of records and/or files, including student records (e.g. student schedules, purchase orders, rosters, student cum files, emergency records, daily attendance, completed reports, etc.) for the purpose of providing documentation for audit purposes and meeting Diocesan, state, federal, and administrative requirements
- Compiles student records (e.g. birth certificates, transfers, immunization, etc.) to ensure the school is in compliance with local laws and regulations
- Prepares a variety of reports and written materials (e.g. report cards, class rankings, grade checks, failure letters, attendance activity report, etc.)
- Prepares and sends student records when requested by other schools or the administration

QUALIFICATIONS:

Confidentiality, excellent organizational skills, and accuracy are essential qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multitasker, reliable, and committed to consistently meeting deadlines.

Knowledge of:

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Applicable laws, codes, rules, and regulations.
- Basic research methods.
- Operation of a computer and assigned software.
- Microsoft Office Suite and Google Workspace.
- District organization, operations, policies, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Principles of training and providing work direction.

- Methods of collecting and organizing data and information.
- Business letter and report writing techniques.
- Telephone techniques and etiquette.
- Basic budgeting practices regarding monitoring and control.
- Modern office practices, procedures, and equipment.
- Mathematical computations.
- Required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions.
- Perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Operating standard office equipment, including using pertinent software applications; and preparing and maintaining accurate records.

Ability to:

- Perform a wide variety of secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail.
- Serve as a liaison between administrators, faculty, staff, students, parents and the public.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.

Salary:

Salary commensurate with education and experience. Interested and qualified candidates are asked to submit a letter of introduction and a resume by email to Mrs. Shannon Kwan at skwan@stpius5school.net.