

Receptionist:

Giffit Hill School is looking for an outgoing individual with excellent communication, organizational, and interpersonal skills to support day to day operations in the school's main office. Duties include: responding to information requests from parents, students, staff, contractors, and members of the public; managing school records and data entry in hard and digital formats, executing distribution of school communications in hard and digital formats; managing the school's internal and external calendar; and coordinating with the school leadership team on projects as assigned. Successful candidates will be confident in the google suite of apps including gmail, google docs, sheets, and forms; and will model a "happy to help/happy to learn" ethos along with a commitment to professionalism and maintaining confidentiality.