Lake Washington Girls Middle School prepares girls to be strong in mind, body, and voice. Our school has an innovative and holistic approach to educating adolescent girls—fostering academic excellence, creative confidence, positive risk-taking, and the development of individual talents. The academic core curriculum is enriched and stretched by a focus on performance and public speaking, an integrated arts program, a STEAM curriculum, and an outdoor education program. Social-emotional learning is essential and inherent in all that we do.

Lake Washington Girls Middle School is seeking a Front Desk Receptionist who is interested in supporting the Assistant to the Head of School and Registrar. The Front Desk Receptionist is the first point of contact for students, families, and visitors, and should provide a warm and welcoming atmosphere. Successful applicants will be reliable and punctual, have knowledge or past experience working in a school setting, have the ability to learn new technology and systems quickly, and be able to prioritize, take initiative and work independently.

**Required Education and Experience:**
- Proficiency in G-Suites and Multi-line phones
- Reception experience preferred
- Bachelor's degree preferred

**Job Responsibilities:**
- Track and communicate student attendance, employees in/out of office, and visitor logs for both record-keeping and safety
- Manage the phones, answer questions, direct calls, and provide excellent customer service to all stakeholders; greet visitors and provide information and assistance to students, parents, staff, schools, outside agencies, and the public
- Manage coverage for substitute teachers and other similar student-focused support (lunch, arrival, dismissal)
- Oversee and manage ordering, stocking, and organizing supplies for students, faculty/staff, janitorial, first aid, kitchen, and committees as requested
- Manage daily coffee, kitchen, and other school-wide food-related items as appropriate
- Process daily mail, log all payments, respond to general email inquiries, keep the office and other shared spaces clean and well organized in a timely manner
- Provide support with special mailings and other administrative projects
- Maintain school-wide calendar and communicate upcoming events
- Participate in the life of the school by supporting student evening events (ticketing, door, setup etc.)
- Other duties as assigned

**Desired Characteristics:**
- Willingness to fully engage in the life of the school and community
- Excellent verbal and written communication skills
- Excellent organizational skills and ability to prioritize tasks
- Proven ability to work collaboratively with administrators, teachers, and parents
- Builds effective working relationships across cultural differences in order to collaborate
- Willingness to be flexible in order to meet the needs of the institution
- Commitment to the positive intellectual, moral, personal, and physical growth of young people
If interested, please send a cover letter and resume, to hire@lwgms.org. Lake Washington Girls Middle School is an equal opportunity employer and complies with applicable state and federal fair employment practices and laws.

Lake Washington Girls Middle School does not discriminate on the basis of race, religion, national or ethnic origin, sexual identity, gender identity, family composition, or any other characteristic protected under applicable state and federal laws in the administration of its hiring or employment policies. Please see www.lwgms.org for more information about our school and this position.