



BLUE RIDGE CLASSICAL ACADEMY

Job Description

Job Title: Front Office Administrative Assistant

Job Summary:

We are seeking a dedicated and passionate Administrative Assistant to join our team. The Administrative Assistant will play a vital role in helping students navigate the educational process and will serve as the first point of contact for students, families and visitors. This position requires a detail-oriented and organized individual with strong communication skills and a commitment to providing thorough service to students, parents, and staff. The Administrative Assistant will assist in managing administrative tasks, ensuring a positive and efficient school environment. This is an hourly, non-exempt position; the Administrative Assistant reports directly to the Head of School.

Key Responsibilities and Requirements:

- Be a committed follower of Christ.
- Manage the front office, including answering phones, greeting visitors, vetting and processing those who want to visit a classroom, and handling inquiries in a professional manner.
- Maintain organized filing systems, both electronic and physical, for student records, correspondence, and administrative documents.
- Collect student tuition and lunch fees and follow defined cashier procedures.
- Support school administrators to maintain a safe environment.
- Utilize school management software to input and update student information as needed.
- Support the Head of School with administrative and clerical duties as assigned.
- Order and maintain office supplies, ensuring the office is well-stocked and organized.
- Order and maintain teacher workroom supplies, ensuring the teacher workroom is well-stocked and organized.
- Maintain school 2-way radios; ensure they are accounted for a charged each day.

- Complete paperwork including the following:
 - Self-reflective beginning, mid-year, end-of-year goal forms
 - Inventory of office/workroom equipment/supplies/materials
 - Other paperwork as assigned or requested
- Tend to the overall appearance of the front office.
- Receive and log from parents the medications to be administered to their child(ren) as directed and trained by school nurse.
- Administer student medications as directed and trained by school nurse.
- Participate in staff meetings as possible.
- Uphold school policies and procedures, ensuring a safe and orderly office environment.
- Model a Christ-like life, demonstrating the BRCA virtues as a daily example.
- Other duties as assigned by school administration.

Qualifications:

- High school diploma is required. Associate's or bachelor's degree is preferred.
- Proficient computer skills with the ability to manage a student information system and Microsoft Office software (Word, PowerPoint, Excel).
- Strong attention to detail and able to organize school records and office materials.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Passion for Christian education.
- Clear background check.
- Able to earn CPR certification prior to the start of school.

Working Conditions:

Blue Ridge Classical Academy Administrative Assistants will work in an office setting with a typical school schedule.

Application Process:

Interested candidates should provide their name and email address on the Career Form at <https://www.blueridgeclassicalacademy.com/careers> Those who submit a Career Form will receive an invitation to join ParentSquare, the system that will manage our employee application process. Applicants will complete the online application form in ParentSquare and upload a resume and cover letter outlining their qualifications, experience, and interest.

Mission Statement: Blue Ridge Classical Academy cultivates the mind, heart, and character of every scholar through a Christ-centered, classical curriculum and a culture committed to pursuing God's truth, goodness, and beauty.