

Lower School Receptionist



Blue Oak School offers a challenging and stimulating education to children of diverse backgrounds and interests. We are seeking a Lower School Campus Coordinator who brings a love of children, a deep understanding of independent school culture, and the ability to thrive in a fast-paced environment. The ideal candidate possesses strong communication and organizational skills, enjoys administrative work, and is detail-oriented. This is a full-time, 12 month position reporting to the Head of School.

Requirements & Experience

- Proficiency in Microsoft Office and Google Suite
- Strong typing and database management skills
- Excellent organizational abilities for managing both digital systems and physical systems
- Experience in a school environment preferred
- Ability to communicate effectively and professionally with all members of the school community, including students, faculty, parents and guests
- Capacity and willingness to complete projects as requested
- First Aid and CPR certification (or willingness to obtain certification upon hire)

Attributes

- Warm and welcoming demeanor to create an inviting environment for students, faculty, parents, and guests
- Ability to work both independently and collaboratively as part of a team
- Strong written and verbal communication skills
- Exceptional organizational and time management abilities, with the capacity to manage multiple tasks simultaneously
- Demonstrated ability to handle sensitive information with confidentiality

- Serve as the first point of contact by professionally answering and directing phone calls from the school's main line
- Greet and assist staff, students, and visitors; address inquiries and provide assistance as needed
- Collect and report daily lower school attendance, including follow-up with families and staff for unreported absences
- Maintain and update student medical records and parent authorization forms for field trips, monitor driver approval requests, and manage the field trip calendar
- Ensure student immunization records are current and reported for grades TK-8
- Operate and troubleshoot office equipment (e.g., photocopier, laminator) and maintain necessary supplies (e.g., toner, paper, laminator film)
- Manage office and teacher supply inventory, placing orders as needed
- Coordinate and report maintenance requests for the lower school and assist with minor repairs or restocking
- Schedule and assist with monthly fire and earthquake drills
- Collaborate with the middle school campus coordinator to maintain emergency binders, supplies, and first aid kits, including current procedures and student health information
- Administer first aid for minor injuries, document incidents, and communicate with parents as necessary

- Oversee mail processing, including incoming and outgoing envelopes and packages, and maintain mailroom supplies (e.g., stamps, envelopes)
 - Support the Business office by scanning and sending invoices/bills to the Controller, printing and sending check payments as requested, and preparing and tracking check deposits
 - Ensure the tidiness and organization of the front desk reception area, faculty room, and sick room
 - Manage and organize the lower school faculty room, including ordering supplies, ensuring cleanliness, and facilitating shared responsibility among staff for maintaining the space
 - Maintain communication with the school's janitorial team, log issues, and follow up with the service provider
 - Conduct weekly walkthroughs of public spaces to ensure upkeep (e.g., plant care, package management, general tidiness)
 - Manage the lower school lost-and-found in coordination with the parent association
 - Coordinate food orders and assist with event setup/cleanup as needed
 - Administer student records, including the procurement, maintenance, security, and transfer of files, as well as transcript management
 - Manage employee annual materials and supplies ordering, including order collection, ordering, tracking, and follow-up, order distribution, and cost tracking
 - Other duties as assigned
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Blue Oak School, nestled in beautiful downtown Napa, CA, is a K-8 progressive school of about 200 students that offers a challenging and stimulating education to children of diverse backgrounds, experiences and interests. Through the culture and community of the School, teachers nurture the development of character and foster confidence, creativity, flexibility and curiosity in each child. Students, in turn, encourage each other to learn. Relationships among freedom, responsibility, community and environment are explored through studies that engage students as stewards in service to the School, the region, and the world.

Blue Oak School does not discriminate on the basis of age, gender, race, color, religion, national or ethnic origin, sexual or gender identity in its hiring processes and actively promotes the principles and practices of diversity throughout the school community.

If hired, the non-exempt pay range for this position is between \$20 - \$23. The compensation may vary depending on preparation, skills and experience. Competitive benefits, for eligible employees, include medical, dental, life insurance, 401k retirement match, and generous paid time off benefits.

To apply to this job, please click [here](#)