



Job Title: Part-Time Front Desk Receptionist (3:45 – 5:45, M-F)

Reports to: Director of Finance & Operations (DFO)

Date: August 2023

About Brookwood School:

Brookwood is an Early Childhood through Grade 8 independent school of about 300 students located on a beautiful 30-acre wooded campus in Manchester, MA on the coast approximately 25 miles north of Boston. At Brookwood, kids come first—not the test, not trophies, not to-do lists. We know how kids learn best. Every day, we use our expertise to challenge kids intellectually and ensure they feel valued so that they can grow into their best selves. Our program focuses on building 21st century skills and graduating students of conscience, character, compassion, and cultural competence. Brookwood also offers a playful, collaborative work environment for 85 faculty and staff who go the extra mile to do what is best for kids.

Job Summary:

The Part-Time Front Desk Receptionist is an integral and critical part of the Brookwood Community ensuring that students, families, employees, and visitors all feel welcome at our school. The position interacts with all departments within the school and the successful candidate will be required to manage competing priorities with a strong eye focused on customer service and absolute discretion.

The Successful Candidate will have:

- Excellent communication skills, both verbal and written
- Strong customer service skills with previous experience preferred
- Skilled at establishing and cultivating strong relationships across all levels of the organization
- Previous administrative experience preferred
- Eagerness and a curiosity to learn
- Ability to manage multiple and competing priorities while maintaining a calm demeanor
- Integrity and ability to treat sensitive information with discretion
- Experience working for an independent elementary school a plus, but not a requirement
- Proficiency in and commitment to antiracism, diversity, equity and inclusion

Essential Duties:

- Greet all who enter the school as they arrive and grant access as appropriate
- Manage sign in process, including ensuring visitors wear name tags if fully entering the building
- Coordinate student pick-up as needed for varied dismissals, often in partnership with the Auxiliary (After School) team
- Supervise individual students for short periods of time, as needed, to support an early dismissal or late pickup

- Call home to inquire about late pickups, as directed
- Engage professionally, kindly, and patiently with students and families
- Manage phones and announce callers as needed
- Respond to various requests for information and concerns
- Forward information to students and employees as needed
- Facilitate guest entry for various events
- Other duties as assigned

We strongly encourage applications from people of color, LGBTQ candidates or candidates from communities that are historically underrepresented in independent schools. We are committed to an inclusive school experience for all those who come to work at Brookwood.

To Apply:

Interested and qualified candidates should email a cover letter, résumé and list of three references with contact information to Alli Moore, Executive Assistant to the Head of School (amoore@brookwood.edu).