



Job Description: Front Office Receptionist

Ashley River Classical Academy (ARCA) is hiring founding staff members to support its teachers, students, and families when it opens in Charleston, SC, in August 2025. ARCA is a tuition-free, public classical charter school. It is part of the [Barney Charter School Initiative](#) of Hillsdale College, a network of classical charter schools united by curriculum and purpose. ARCA will initially open K-5 and grow to K-12 by adding one grade level each year. ARCA is now accepting applications for office staff positions.

Each staff member is a professional esteemed by a staff of colleagues striving for excellence. The staff is entrusted with supporting Ashley River Classical Academy's mission: **to train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.**

The School Front Office Receptionist is the gatekeeper of the school office. The receptionist provides a warm and welcoming atmosphere for students, staff, parents, and visitors. The receptionist also completes administrative tasks and supports the school administration.

Primary duties and responsibilities include:

- Answer incoming phone calls in a pleasant, informed manner to provide and create a positive image and first impression of the school
- Greet all incoming students, families, and guests respectfully and professionally. Determine their needs, check scheduled appointments, and direct them to the proper person.
- Check voicemail messages left in the school's general mailbox routinely and distribute those messages needing immediate attention.
- Receive and distribute miscellaneous materials such as school supplies, student lunches, forms, homework, assignments, athletic equipment, etc., left with the front office for students by their parents and/or others.
- Be knowledgeable and current on school activities, programs, and events related to the school calendar.
- All visitors must sign in and identify themselves; appropriate passes and badges must be provided following school protocol.
- Check students in and out—issue passes and monitor requests for early dismissals.
- Work closely with the School Nurse and administration regarding student care, especially in emergencies.
- Copy and organize materials for teachers and administration.
- Manage lost and found.
- Sort and distribute incoming mail, documents, books, materials, and supplies following established procedures and deliver mail and other materials to staff mailboxes when needed
- Receive deliveries from outside supply and delivery services; arrange for the distribution to proper recipients



- Make daily public address announcements as needed (general, security, weather, sports, and dismissals)
- Assist incoming substitutes, making sure they have lesson plans and necessary resources
- Assist Executive Assistant with administrative duties as assigned

Qualities and characteristics of a successful Custodian:

- High school diploma or G.E.D.
- Knowledge of good telephone etiquette with the ability to deal tactfully and confidently with callers and visitors
- A courteous and pleasant personality
- Strong organizational skills for multitasking and prioritizing responsibilities
- Must possess sensitivity to confidential information and hold a high standard of integrity
- Work with courtesy, tact, and diplomacy in dealing with others, and the ability to work as part of a team
- Must pass background check

Salary and Benefits

- Competitive salary commensurate with experience and expertise
- Benefits including health, dental, and vision insurance

If interested, please send a resume to the Director of Operations at dbriscoe@ashleyriverclassical.org.