



First Presbyterian Academy Greenville, SC

Job Title: Receptionist/Executive Assistant
Supervisor: Head of School
Subordinate(s): None
Part/Full-Time: Full Time
FLSA Status: Exempt

POSITION OVERVIEW:

Reporting to the Head of School, the Executive Assistant plays a vital role in supporting the Head of School and ensuring the smooth operation of the business office.

GENERAL CHARACTERISTICS FOR EMPLOYMENT AT FPA:

- A committed follower of Jesus Christ who loves children and desires to see them walk in the truth.
- Passionate about living out his/her calling through the Christian education of our children.
- Eager to serve in a Christian learning environment, modeling Christlikeness through his/her diligence, perseverance, resilience, patience, courage, and Christian discipleship.
- In agreement with the Statement of Faith and Personal Lifestyle Statement as found on the FPA website (www.firstpresacademy.com) page.
- Devoted to personal and professional excellence and is willing to pursue professional development opportunities that facilitate growth.
- A member in good standing at a local evangelical church.
- Committed to the goal of giving a good report with regards to the school and community and determined to live out the biblical principles of reconciliation spelled out in Matthew 18 when disagreement arises.

QUALIFYING CHARACTERISTICS:

- Faithful in providing a Christian education marked by the biblical integration of faith and academic content.
- Devoted to excellent communication and understands the importance of effective and professional communication with various constituents such as faculty/staff, administration, students, and parents.
- Committed to maintaining the appropriate degree of confidentiality and professionalism.
- Supportive of the whole FPA community and works collaboratively in team-oriented environments with parents, students, fellow teachers, and administrators.
- Strong organizational and multitasking abilities
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office Suite and GMail.

ESSENTIAL DUTIES:

Receptionist

- Participate in faculty devotions, staff meetings, assigned daily duties, and school-wide events, contributing to the spiritual life and community culture of First Presbyterian Academy.
- Serve as the primary point of contact for incoming calls, professionally answering, directing, and relaying messages to students, faculty, and staff in a timely manner.
- Warmly welcome and assist students, parents, and visitors, providing accurate information and ensuring a positive front-office experience.
- Manage student check-in procedures, including admitting tardy students and issuing appropriate entrance documentation.
- Collect, review, and maintain organized records of doctor’s notes and excuse documentation in accordance with school policies.
- Monitor and maintain accurate attendance records in FACTS, ensuring timely data entry and reporting.
- Receive, sort, and distribute mail and deliveries efficiently and accurately.
- Provide basic student first aid care in the absence of the school nurse, following established health and safety guidelines.
- Monitor and maintain inventory of office supplies, initiating reorders as needed to ensure uninterrupted operations.
- Create and manage student email accounts in accordance with school technology policies.
- Assign and maintain records for student lockers.
- Issue and track faculty and staff keycards, maintaining accurate access records.
- Handle sensitive student and personnel information with discretion, professionalism, and strict confidentiality.

ESSENTIAL DUTIES:**Executive Assistant**

- Provide high-level administrative support to the Head of School and Chief Operations Officer, ensuring efficient daily operations and strategic time management.
- Manage and prioritize executive email inboxes, drafting responses, flagging critical matters, and ensuring timely follow-up.
- Coordinate and maintain complex calendars, including scheduling meetings, managing visitors, and arranging appointments with internal and external stakeholders.
- Draft, proofread, and edit professional correspondence, reports, presentations, and other communications on behalf of executive leadership.
- Compile, enter, organize, and present data in clear, accurate formats to support informed decision-making.
- Maintain organized, up-to-date digital and physical records in compliance with school policies and best practices.
- Prepare agendas and accurately record, transcribe, and distribute minutes for First Presbyterian Academy Board meetings; track action items and follow-up.
- Handle sensitive information and confidential correspondence with the highest level of discretion, professionalism, and integrity.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Possesses excellent communication and organizational skills
- Ability to understand and use Microsoft Office and other computer programs efficiently
- Associates degree in Business or related field
- 1-2 years of experience in an administrative or office support role

PHYSICAL REQUIREMENTS:

- Must be able to meet physical requirements of the position for purposes of safety.
- Must be able to evacuate students over uneven terrain and in varying weather conditions during emergency situations.
- Must be able to lift 20 pounds at a time
- Must be able to hear and communicate effectively in order to exchange information, respond to inquiries, and provide clear instructions in person, over the phone, and through other communication methods.
- Must be able to walk throughout the campus effectively and independently.
- Must be able to see and read English text to perform essential job functions.
- Must be able to sit or stand for extended periods.
- Must possess manual dexterity for using a computer and other office equipment.

Note: First Presbyterian Academy is a tobacco-free campus.

Revised 2/26/26