

Reception and Operations Manager

Bellesini Academy- Lawrence, MA

About Bellesini Academy

Bellesini Academy is an independent Catholic middle school serving grades 5–8, dedicated to providing a high-quality, scholarship-based education to students from limited financial means in Lawrence, MA. Serving approximately 120 students, Bellesini Academy provides an academically rigorous and highly structured environment that prepares students for success in competitive secondary schools and colleges. The school’s mission is grounded in high expectations, community, respect, and empathy.

Position Summary

The Front Office and Operations Manager is responsible for ensuring the smooth and efficient daily operations of Bellesini Academy. This role serves as the primary point of contact for families, supports students and staff throughout the school day, and oversees key operational functions such as front-office management, volunteer coordination, vendor scheduling, and supply management. The position plays an essential role in maintaining an organized, responsive, and student-centered school environment.

Essential Duties and Responsibilities

Family and Student Support

- Serve as a primary point of contact for families regarding school-related needs and inquiries
- Act as a liaison between parents, students, and the school
- Support students throughout the day as needed
- Coordinate student lunches and snacks and manage related logistics
- Order lunches for staff meetings and school gatherings
- Act as the Lawrence Public School Site Supervisor
- Serve as a liaison for students and parents regarding medical needs

Front Office and Operational Management

- Oversee daily front-office operations and ensure a welcoming, organized environment
- Track hourly employee work hours

- Manage ongoing mail operations
- Order and manage school supplies and inventory
- Arrange and schedule contract resources for upkeep and repairs
- Procure vendors
- Coordinate and manage cleaning services

Parent and Community Engagement

- Oversee and coordinate parent volunteers
- Track and maintain accurate parent volunteer hours
- Coordinate and oversee parent involvement
- Assist Development in the creation of media graphics for social media updates

Admissions and Student Records

- Complete and maintain student admission applications and files
- Serve as a member of the Admissions Committee
- Manage data tracking and implementation for current and graduating former students

Program and Event Coordination

- Coordinate field trips, including securing quotes, arranging snacks, and ensuring front desk coverage during absences
- Create staff onboarding folders and support onboarding logistics
- Support Development in planning and executing events
- Manage the Intern Program, serving as the direct supervisor
- Other duties as assigned

Physical Demands and Work Environment

This position is based on-site within a school environment and requires daily presence throughout the campus. Standard school hours (approximately 8:00 AM – 5:00 PM)

The individual must be able to:

- Remain stationary for extended periods while working at a computer, reviewing documents, or participating in meetings.

- Move throughout the building, including walking between offices, classrooms, and facilities areas.
- Use standard office equipment such as a computer, telephone, and copier.
- Occasionally lift, carry, push, or pull materials weighing up to 25 pounds (e.g., boxes of supplies, files, equipment).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Compensation

Salary is commensurate with experience, with a range of \$40,000 - \$65,000