



POSITION DESCRIPTION

Receptionist - Heyington

POSITION OBJECTIVES - To provide exceptional customer service while ensuring all stakeholders a seamless and professional experience. A commitment to fostering a welcoming and efficient front office environment will contribute to the school's mission of providing outstanding education and support to students, parents, and staff.

KEY RESPONSIBILITIES

St Kevin's College	<ul style="list-style-type: none"> Embrace and enhance the position of the College as a leading provider of education Exercise discretion and confidentiality in regards to information Establish and maintain a supportive school environment Develop a broad knowledge of the life of the College, detailed awareness of individual boys and a willingness to give of oneself rather than simply giving of one's time
Reception	<ul style="list-style-type: none"> Respond to all enquires at the Heyington front office and direct the queries to the applicable person Answer phone calls internal and external to Heyington and direct them to the appropriate person Responsible for distributing and sending all internal and external mail at Heyington
Administration	<ul style="list-style-type: none"> Prepare daily absenteeism reports and contact relevant staff and parents File all necessary documents / information Collate class lists Follow up Consent 2 Go data when necessary Prepare and distribute specific parent communications Oversee and manage petty cash Prepare documentation and spreadsheets as required
General Duties	<ul style="list-style-type: none"> Abide by the College Code of Conduct Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures Attend school meetings, conferences and after school services/assemblies, sporting events, Mass, community, and faith days as required by the Principal Provide First Aid to students and assist the Heyington Nurse in her duties, within the scope of Level 2 First Aid Other duties as directed by the Deputy Principal and/or Office Manager While some duties outlined will be shared with other members of the admin team, other duties will remain specific to this role. The College reserves the right to alter this position description as required to reflect emerging priorities To assist with general administrative duties in other areas of the College as required during non-peak times
Relationship Management	<ul style="list-style-type: none"> Foster quality relationships with students, staff and parents Use consultative and collaborative approaches to solve problems, make decisions, develop and implement initiatives Provide prompt, accurate and professional responses to students, staff and parents
Child Safety	<ul style="list-style-type: none"> Be familiar with and comply with the College's Child Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety

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KEY RESPONSIBILITIES

	<ul style="list-style-type: none"> • Assist in the provision of a child-safe environment for students • Demonstrate duty of care to students in relation to their physical and mental wellbeing
Professional development	<ul style="list-style-type: none"> • Commit to ongoing professional development in your area of work • Be open to researching areas of interest relevant to directions provided in the College's strategic plan • Continue development of ICT skills as technologies evolve

SELECTION CRITERIA

Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission • A demonstrated understanding of the mission and vision of the College
Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work • Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Experience in a front desk reception, answering telephones, responding to enquiries • Experience with administration • Proficient skills in Microsoft Office (Excel, Word) and Google Suite <p>Desirable other:</p> <ul style="list-style-type: none"> • Use of Synergetic • Experience working in schools
Skills and Attributes	<ul style="list-style-type: none"> • Strong attention to detail • Excellent interpersonal and communication skills • Organised • Proactive • Ability to multi-task while ensuring high standard of outcome • Proficiency with technology • Able to manager workload from multiple managers. • Professional / Corporate presentation