

Reception - Administration Officer

Junior High

Position Description

Position Title	Reception Administration Officer – Junior High
Responsible to:	Head of College
Reports to:	Head of Junior High
Overview	<p>The role is primarily to act as Receptionist and Administration Officer and to provide support with clerical, administrative and organisational tasks in Junior High to ensure the smooth administration of Years 7-9.</p> <p>To work in close co-operation with the Head of Junior High, Deputy Head of Junior High, Junior High Year Level Coordinators, and other key staff to support and assist in the administration of Junior High.</p>
Main Objective:	<ol style="list-style-type: none"> 1. To assist in enhancing the College's image by providing prompt, courteous, efficient, and friendly customer service to everyone who attends or calls the Junior High Reception area as its first point of contact; and 2. To also provide efficient and effective administration services in Junior High through the development and maintenance of high-performance work practices and adherence to the mission and ethos of the College. 3. Other responsibilities.
Duties and Responsibilities	<ol style="list-style-type: none"> 1. To manage Junior High Student Attendance <ol style="list-style-type: none"> 1.1. Responsible for maintaining student attendance data in Years 7-9 including producing and checking attendance reports and following up on student absences by liaising with key staff and parents regarding attendance. 2. To provide daily administrative services particularly in relation to Junior High Reception <ol style="list-style-type: none"> 2.1. Welcome visitors and assist with sign in/out procedures. 2.2. Work positively with a broad range of faculty, corporate staff and families 2.3. Receive and redirect enquiries (phone, email and face-to-face) that come through the Junior High Reception area. 2.4. Provide some clerical support to the Junior High Administration Team and teaching staff. These tasks may include, but are not limited to: <ul style="list-style-type: none"> ▪ assist in the preparation of materials for the commencement of each new academic year and special events as directed by the Head and Deputy Head of Junior High ▪ assist with events as required e.g. Open Day ▪ collate and/or collect letters, notes or assignments for teachers as needed. 2.5. Maintain photocopiers, printers – for paper jams, toner, replenish paper etc. 3. To provide efficient and effective service to Students <ol style="list-style-type: none"> 3.1. Assist students with movement throughout the day e.g. late arrivals, signing out, accessing counselling etc. 3.2. Support students in a problem-solving capacity with day-to-day challenges e.g. forgetting lunch or uniforms, locker issues etc 3.3. Assist with the care and monitoring of students accessing the Junior High chill-out area.

	<p>3.4. Assist students with adhering to the College's expectations of grooming, uniform, and behaviour.</p> <p>4. First Aid</p> <p>4.1. Be the first point of contact for first aid for students in the Junior High area as appropriate.</p> <p>4.2. Arrange first aid as necessary – refer to and correspond with the Health Centre.</p> <p>4.3. Contact parents/guardians as appropriate in relation to first aid.</p> <p>4.4. Maintain first aid and personal hygiene resources for Junior High students.</p> <p>5. Other Responsibilities</p> <p>5.1. Assist with the organisational requirements for special guests and visitors.</p> <p>5.2. Willingness to undertake professional development, as required.</p> <p>5.3. The need, at various times, to undertake work outside normal working hours for special events or projects. This will be through negotiation.</p> <p>5.4. Other tasks as requested by the Head of College or Head of Junior High.</p> <p>5.5. Manage lost property for Years 7 & 8 students.</p>
Committee Membership	<ul style="list-style-type: none"> ▪ N/A
Workplace Health and Safety	<ul style="list-style-type: none"> • Health and Safety: <ul style="list-style-type: none"> • take reasonable measures to protect their own health and safety and others. • follow all reasonable Health and Safety policies, guidelines and directions. • if in a leadership position, additional accountability for operational management of safe work practices in their area. Includes making appropriate resources, information and training available to their team members. • Understand and uphold standards in policies and other reasonable directions as directed. • Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement • Actively and effectively participates in reasonable directions provided.
Classification	<p>Salary – School Officer Award – Level 4</p> <p>Tenure – Permanent term-time plus 3 Teachers Weeks (40 weeks of the year)</p> <p>Daily Hours – 7.45 - 3.45 pm (5 days per week)</p> <p>Terms and Conditions – Please refer to the Lutheran Schools Enterprise Bargaining Agreement</p>
Knowledge, Skills and Abilities	<p>Knowledge</p> <ul style="list-style-type: none"> ▪ At least 2 years administration experience, preferably in a school environment. ▪ Current First Aid certificate or willingness to obtain one. ▪ Knowledge of school-based processes e.g. Anaphylaxis, Asthma and Diabetes management ▪ Valuing Safe Communities training

	<ul style="list-style-type: none"> ▪ An understanding of the Lutheran ethos. ▪ Knowledge and understanding of the College's structure and database would be an advantage. ▪ Possess or have the ability to acquire, a Blue Card or relevant documentation to work with children. <p>Skills</p> <ul style="list-style-type: none"> ▪ Be able to communicate sensitively and confidentially with staff, parents and students. ▪ Possess computer literacy or be willing to undertake training in computer literacy. ▪ Excellent phone and professional presence ▪ Have administrative competence and be sensitive to the needs of others. ▪ Be organised and consistently meet deadlines. <p>Abilities</p> <ul style="list-style-type: none"> ▪ Able to follow direction yet demonstrate initiative and responsibility. ▪ Able to facilitate, develop and maintain working relationships with other members of staff within the College. ▪ Demonstrate a commitment to the ethos of Lutheran education. ▪ Set good examples of Christian living in the College. ▪ Able to adapt to a new and changing environment. ▪ Prepared to work outside normal hours on special projects or tasks.
<p>Selection Criteria</p>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful Administrative Officer – Junior High.</i></p> <p>SC1 - Demonstrated ability to initiate, organises and prioritises administration tasks.</p> <ul style="list-style-type: none"> ▪ The Administrative Officer – Junior High will need to demonstrate the ability to follow direction, work collaboratively, meet deadlines and prioritise appropriately. <p>SC2 – Demonstrated ability to be co-operative in a work environment.</p> <ul style="list-style-type: none"> ▪ The Administrative Officer – Junior High will need to demonstrate skill in working collaboratively with other staff members, parents and students. <p>SC3 – Demonstrated ability to communicate.</p> <ul style="list-style-type: none"> ▪ The Administrative Officer – Junior High will need to demonstrate effective written and verbal communication skills. <p>SC4 – Demonstrated ability in the management of relationships</p> <ul style="list-style-type: none"> ▪ The Administrative Officer – Junior High will need to demonstrate the ability to manage human relationships including students, parents and staff. <p>SC5 – Demonstrates personal integrity</p> <p>The Administrative Officer – Junior High will need to model a high standard of personal integrity.</p>

DATE WRITTEN / LAST REVIEWED: 31.10.2023

Applicants are expected to support the Christian ethos of St Peters Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.