

**Reports to:** Accounts Receivable

**Category:** C

**Time Fraction:** Full Time

**Tenure:** Ongoing

**Base Campus:** Notre Dame Campus

### **About Emmanuel College**

Emmanuel College operates within a Catholic ethos based on Gospel values, respect for personal dignity, peace and justice, integrity, and reconciliation, as expressed in its Marianist tradition. All College staff enact the five characteristics of Marianist education:

- Formation in Faith
- Family Spirit
- Service, Justice, Peace and Integrity of Creation
- Integral, Quality Education
- Adaptation and Change

All staff are expected to uphold the College's Child Safety Code of Conduct and the Victorian Catholic School Statement of Commitment to Child Safety.

### **Position Summary**

The Receptionist (NDC) receives all visitors to the College's Notre Dame Campus, answers and directs telephone and email enquiries, and provides general support for the Notre Dame Campus Office.

### **Key Responsibilities**

#### **1. Reception**

- Answer and direct all incoming telephone calls.
- Receive all visitors to the College.
- Arrange visitor and contractor passes and inductions.
- Manage room bookings.
- Ensure Jottings, staff and student daily notices are read and understood.
- File relevant reports, letters, notes, etc in student files.
- Monitor the reception area and keep it tidy.
- Assist with internal mail distribution.

#### **2. Other Duties**

- Coordinate excursion mobile phones and link with Operoo.
- Add Operoo updates to the Synergetic database.
- Maintain and update the following: staff 'Out of College' register, mobile phone register, and key register.
- Order and distribute stationery.
- Manage, process and distribute funds from the CSEF (Camps, Sports and Excursion Fund).

- Perform daily receipt reconciliations.
- Organise the laundering of sport uniforms and determine if any replacements are required.

### **3. Notre Dame Campus Office Support**

- Cover Student Services, Accounts Receivable, and Sick Bay during staff absences, break times and busy periods.
- Provide assistance to the Marketing Team when required.
- Other duties as requested by the NDC Accounts Receivable and the Leadership Team.

Other duties as directed by the Principal

## **Skills, Experience, and Qualifications**

Essential:

- The Receptionist (NDC) must maintain a current Working with Children Check and National Police Certificate.
- Experience in a similar role.
- An understanding of child safety and a school's obligations concerning child safety.
- An ability to demonstrate an understanding of appropriate behaviours when engaging with children.
- Excellent oral and written communication skills.
- The ability to work within a team.
- A willingness to accept policy directives.
- Commitment to Catholic education in the Marianist tradition.

Desirable:

- Experience working within a school environment.
- A demonstrated understanding of the ethos of a Catholic school and its mission.

## **Professional Review**

This Position Description is intended as a framework for professional review. As Emmanuel College evolves to meet the changing needs of our learning community, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to present the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of engagement.

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

## **Conduct**

The Receptionist (NDC) represents the College and must maintain professional presentation and conduct. All interactions with the College community and external stakeholders will be in keeping with the ethos and values of the College.