

# WAVERLEY CHRISTIAN COLLEGE

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ABN: 48 847 193 961 Reg No: A0018722X



## Position Description

**Position:** Front of House – Student Services Administrator  
**Campus:** Wantirna South  
**Employment Status:** FTE 0.4 (Term Time)  
**Reports Directly To:** Head of Campus

### Role

#### Ministry Specifications

##### **Front of House – Student Services Building**

- Provide customer service to students and other visitors
- Triage first aid, forwarding students to the Sick Bay
- Ensure the first aid kits are ready and complete for camps, excursions and sports events
- Provide first point of contact for students who are meeting with the Student Wellbeing Coordinators
- Provide some administrative support to Student Wellbeing Coordinators
- Manage lost property for Primary and Secondary
- Manage bookings for the Student Services Meeting Room
- Take payments from students for ad hoc payments, and process payments according to the Finance Team
- Ensure reception area is tidy, and kitchen area is clean, including daily dishwasher duty
- Act as back up to Student Attendance Coordinator, assisting during peak times, or when Student Attendance Coordinator is absent
- Contact the respective Heads of School if students have not been picked up at the end of the school day

##### **Excursions/Incursions and Camps**

- Liaise with Deputy Head of Primary, who will provide the details of the excursion or camp
- Liaise with excursion venues and collect a copy of their Public Liability insurances and Risk Management document
- Liaise with incursion providers and enroll them into Waverley learning system
- Assist teachers with planning, including student lists, booking buses
- Follow up with parents who have not replied to consent invitations
- Prepare documents relating to excursions or camps
- Maintain and update the WS Calendar with camps, excursions, incursions and special events

##### **Parent Volunteers**

- Collecting parent volunteer forms, including Working with Children Checks
- Enrolling parent volunteers into the learning system, ensuring induction is completed
- Finding parent volunteers on behalf of teachers

## **Other Duties**

- Be flexible in taking on varied tasks
- Actively pursue best practice in the areas of responsibility

## **Inherent Requirements of the Position**

### **Administration / IT Staff**

- Contribute proactively to a culture of child safety
- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

### **Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible

### **College expectations of you include:**

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day back for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.