

Receptionist/Administration Assistant

POSITION DESCRIPTION

POSITION: Receptionist/Administration Assistant

ORGANISATIONAL UNIT: Administration

POSITION STATUS: Fixed Term Contract

CLASSIFICATION: Admin Level 3

POSITION OVERVIEW:

The Receptionist/ Administration Assistant position is the first point of contact for all parents, visitors and contractors to the School. Through effective, efficient and adaptable work practices and excellent interpersonal communication skills, this administrative support role will deliver an excellent level of customer service to all stakeholders either in person, by phone or by email. This position is responsible for:

- Providing a warm, welcoming face of the school to students, staff, parents and members of the public;
- Liaise with all members of the school community and the general public maintaining a high degree of confidentiality;
- Work as a willing, supportive and productive member of the office team;
- Provide the office team with a degree of clerical competence and skill which includes the ability to operate relevant office equipment as well as familiarity with general office procedure; and
- Provide staff and members of the school community, with general clerical support which is efficient, accurate and prioritised appropriately.

KEY DUTIES & TASKS

1. Reception

- Responsible for reception of students, parents, staff and members of the general public and associated tasks;
- Respond to all general enquiries from students, parents and the general public;
- Ensure all Visitors to the School are signed in and out upon entry and exit to the School;
- Distribution of messages, etc. to teachers throughout the day (am/pm);
- Communicate effectively with key stakeholders, prioritising tasks effectively, ensuring completion in a timely manner;
- Ensure delivery of a high-level reception and administration service;
- Manage room bookings diary; and
- Maintain cleanliness of reception area.

2. Administration Support

- Provide administrative assistance to key stakeholders across the School, under the direction of the Director of Administration.

3. Switchboard

- Responsible for the efficient operation of the school switchboard;
- Ensure incoming calls / enquiries are referred to the appropriate members of staff;
- Educate staff with use of the telephone system and attend to any maintenance requests; and

4. Student Records

- Maintain record of students who arrive late, leave for appointments, etc.



5. General Office Administration

- Attend to general photocopying and collating tasks as requested;
- Maintain bus booking sheets, including late bus;
- Respond to email queries as required;
- Filing;
- Place stationery orders for administration office as required; and
- Preparation of daily outgoing Mail and distribution of incoming Mail.

6. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, PROTECT Four Critical Actions for Schools: Responding to incidents, disclosures, and suspicions of child abuse, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for all students.
- Demonstrate duty of care to all students in relation to their physical, emotional, and mental wellbeing.
- Complete all School assigned learning by the required due date.

7. Managing Self & Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

8. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active and constructive manner.

9. Other duties

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

ORGANISATIONAL RELATIONSHIPS

Reporting directly to: Director of Administration.

Direct reports to this position: n/a

Internal Relationships: All staff

External Relationships: students, parents, general public.

WORK DIRECTION/ SUPERVISION

- The incumbent will possess efficient knowledge and skill to provide independent customer service;
- Significant discretion and independent judgement are required with constraints set by the Executive Assistant to the School Principal and/ or Principal; and
- Exercise the highest degree of confidentiality, discretion, patience, tact and diplomacy at all times.

KEY SELECTION CRITERIA



Qualifications/Licences

- Certificate in Office Administration and/or Administration;
- First Aid Certificate (desirable, or willing to obtain);
- Working with Children Check (employment card); and
- Australian drivers' licence.

Essential Criteria

- Demonstrated experience in receptionist and/or administration positions;
- Outstanding and effective interpersonal and communication skills – both written and verbal;
- Ability to prioritise tasks and issues to manage and meet strict deadlines;
- Advances skills in the use of the Microsoft Office Suite and Google applications with the willingness and desire to adapt to new programs and applications;
- Ability to work collaboratively, establishing rapport and maintain effective working relationships with stakeholders across the school; and
- Experience in similar position within education environment desirable.

AUTHORISATION

PRINCIPAL APPROVAL

_____ Date: _____
Debra Ogston, Principal

STAFF AUTHORISATION

I have read and agree to abide by the requirements of this position description.

Staff Name: _____

Signature: _____ Date: _____