

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

~ Position Description –Casual Receptionist/Admin/First Aid Assistant ~

- vi. Participate in Performance Management processes to continue developing skills.
- vii. Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

Provide an example to all by:

- a. Modelling Christian behaviour, practices and beliefs.
- b. Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents.
- c. Promoting equity of access and receptivity to ideas.
- d. Always acting in the best interests of the School and its ethos.
- e. Modelling the use of appropriate and proper channels of communication.

SPECIFIC DUTIES

In conjunction with a team of other administration staff:

Telephone

- Answering calls in a timely, professional and friendly manner
- Taking and passing on messages or directing calls as appropriate
- Assessing priority and urgency of calls and acting accordingly

Reception

- Dealing with parent, student and staff queries and requests
- Ensure that all visitors to reception are extended a warm, friendly and professional greeting
- Attending to deliveries

Administrative

- Providing administrative support to others as required
- Managing bookings of school facilities and internal buses
- Receipt and distribution of mail, parcels and other goods including inter campus mail;
- Attending to outgoing mail as necessary.
- General filing including student reports, family information etc
- Attending to other general office administration duties as may be required from time to time
- Entering Student information ie absentees/late arrivals

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First Aid

- Provide support to the school community through the smooth running of the sickbay, with the provision of first aid, the administration of prescribed medicines to students and the engagement of appropriate medical services to meet the needs of any emergency situation.
- Ensure a safe and positive environment so that students can feel they are cared for.
- Perform other duties as required from time to time.
- Assist with maintaining First Aid kits.
- Deal with parent, student and staff medical/first aid queries and requests.
- Work closely with and support all other staff as required.
- Enter into TASS any first aid details for students.

Other Duties

- Involvement in Emergency Management procedures
- Assisting with special events such as Parent Teacher interviews and Open Days as required
- Assisting with first aid including attending to students, parent follow up, maintaining registers, compliance with related policy and procedure
- To work closely with, and offer support, to all other staff as required
- Attendance at occasional events after hours if required

Child Safety Responsibilities

All staff members are required to be familiar with the contents of Chairo's Child Safety & Wellbeing Policy and Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Experience in working with children
- An understanding of appropriate behaviours when working with children.
- Display a high level of integrity and trust
- Ability to role model the school's values
- Ability to identify and minimise risks to child safety

KEY SELECTION CRITERIA

- An ability to work in a team of people to deliver quality services to the school

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~ Position Description –Casual Receptionist/Admin/First Aid Assistant ~

- Appropriate reception experience
- Appropriate experience in administration
- Excellent people skills and communication skills including telephone manner
- A high standard of computer literacy (MS Word and Excel) and keyboard skills
- Evidence of Christian character in all aspects of attitude, conduct and relationships and demonstrated ability and desire to act as a positive Christian role model
- Flexibility
- Attention to detail with high proof-reading skills
- An ability to maintain a high level of confidentiality
- Ability to work under pressure
- Level 2 First Aid qualification (or willingness to gain)
- Current Driver's License
- Be able to provide a current Working with Children Check

Updated June 2025