



Position Description

Position Title	Receptionist/Administration Assistant
Department	Senior School
Reports to	Head of Senior School
Direct Reports	N/A
Purpose and Objectives	<p>St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane.</p> <p>The position of Receptionist / Administration Assistant is to assist in enhancing the College's image by providing prompt, courteous, efficient and friendly customer service to everyone who attends the Senior School as its first point of contact; and to also provide efficient and effective administration services as required.</p>
Key Accountabilities	<p>Daily Responsibilities</p> <ul style="list-style-type: none">• Receiving, actioning and/or redirecting phone enquiries, screening and fielding of calls• Maintaining Visitors Book• Mail – incoming and outgoing mail, as well as internal mail• Organise Courier services for staff• Ensure telephone directory is kept updated as to internal extensions and changes of staff• Coordinate Newspaper distribution for staff• Manage all parent enquiries• Coordinate and train Reception Relief staff• Ordering postage products; franking machine. <p>Attendance Officer Duties</p> <ul style="list-style-type: none">• Student support with passwords, lockers, messages from parents and as required• Sending sick students to Health Centre and recording it in sick book and database• Data entry to school database program from emails, voicemails, phone calls, sign in register, rolls etc.• Issue late slips and sign out slips



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	<ul style="list-style-type: none"> • Print and communicate absentee reports via email. • Resolve anomalies in student attendance • Make contact with parents to follow-up of absences, consistent absences, or absences without reason – letters, emails and phone calls • Follow-up student absence for teachers • Producing ID photos for new students • End of Month absentee reports and follow-up • Producing and checking attendance reports as required by various departments within the College • Communicating attendance concerns with form class teachers, year level coordinators and Head of Senior School. <p>Administration Duties</p> <ul style="list-style-type: none"> • Administration and secretarial duties as back up to the Personal Assistant for the Head of Senior School, as required • Maintaining and ordering stationery • General ordering as required • Sending bulk emails • Log service calls for photocopiers and order consumables accordingly • Booking buses for excursions and sporting events, when required • Weekly information to be posted to the Portal. <p>Undertake administrative processes and other tasks as directed for the effective achievement of College outcomes; ensure that all College policies and procedures, such as financial management, occupational health and safety, and conduct are complied with.</p>
<p>Selection Criteria</p>	<p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p>Experience and qualifications</p> <p>SC1: Must have at least 2-3 years' experience in a front desk or Receptionist position; and/or Certificate III in Business Administration or similar discipline would be an advantage.</p> <p>Knowledge, skills and capabilities</p> <p>SC2: Demonstrated strong administration skills; having the ability to work autonomously, with the need of minimum supervision.</p> <p>SC3: Must have strong computer skills in all Microsoft applications and database experience in updating and retrieving data for reports (with excellent accuracy).</p> <p>SC4: Must have strong communication skills - both oral and written (ability to relate well on phone and in person with parents, students and employees at all levels of the College)</p> <p>SC5: Must have the commitment to meet quality standards; and the willingness to update their skills and knowledge on a regular basis.</p> <p>SC6: Must have strong time management and organisation skills with the ability to work well under pressure and to meet deadlines; and be able to respond rapidly to change.</p>



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	<p>SC7: Must be able to work in a team environment and support for the Christian ethos of the College.</p> <p>SC8: Must have a current Blue Card; or be eligible to apply for a Suitability Card for working with children.</p> <p>Personal capabilities</p> <p>Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct.</p> <p>Demonstrated commitment to reach their own potential (Plus Ultra-More Beyond) and in manner that aligns with the College's strategic and operational objectives and values.</p> <p>Christian Ethos</p> <p>An understanding of, respect and demonstrable support for the College's Christian ethos.</p>
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Job Details	
Position Status	Permanent
Hours of Duty	Monday to Friday, 7:30am to 3:30pm Term time position, plus 3 Teacher Weeks
Classification	Schedule 10 – School Officer Level 4
Annual Salary	\$77,753 to \$81,833 per annum plus Superannuation. Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 .
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPILLY QLD 4068
Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and



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	Procedures.
Health & Safety	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
Policies & Procedures	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.</p>
Compliance Requirements	<p>Right to work in Australia</p> <p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
Other Relevant Information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>
Further Information	<p>Further information about St Peters can be found at www.stpeters.qld.edu.au</p>