

Reports to: Office Manager

Category: C

Time Fraction: Full Time

Tenure: Ongoing

Base Campus: St Paul's 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 and Attendance Officer (SPC) receives all visitors to the College's St Paul's Campus, answers and directs telephone and email enquiries, and records student attendance at St Paul's Campus. This role also acts as the first point of contact for students who approach the SPC Office for general assistance.

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, in student files.
- Monitor the reception area and keep it tidy.
- Assist with internal mail distribution.
- Perform daily receipt reconciliations of fee payments, EFTPOS, and all other College-related payments.
- Coordinate excursion mobile phones and link with Operoo.
- Daily prayers.

2. Student Services

- Assist students with general queries and requests for assistance.
- Coordinate student late sign-ins and sign-outs.
- Provide answers to questions related to the College Timetable and room allocations.
- Secure Lost Property items and manage returns.
- File relevant reports, letters, notes student files.
- Liaise with the School Nurse to complete an annual audit of all first aid kits and their contents, including defibrillator batteries and pads.

3. Student Attendance

- Manage the Compass student attendance database.
- Record and process students late to school.
- Enter medical certificate details and file all certificates.
- Collate daily student non-attendance information.
- Send daily reports of attendance to all teaching staff.
- Answer attendance-related queries submitted by staff.
- Contact parents via SMS when a student is absent without reason.
- Maintain Homeroom communication folders.
- Follow up unmarked rolls.
- Enter attendance for instrumental music lessons.
- Ensure the bell schedule reflects any timetable-related changes for Assemblies, early finish days, etc.
- Manage Evacuation roll call.
- Coordinate the response to non-reported absences in term of follow-up calls and paperwork for police reporting
- Distribute Homeroom lists to House Leaders at the predetermined evacuation site.

4. St Paul's Campus Office Support

- Cover Sick Bay during staff absences, break times and busy periods.
- Assist the Marketing Team when required.
- Other duties as requested by the SPC Office Manager and the Leadership Team.

Skills, Experience, and Qualifications

Essential:

- The Receptionist and Attendance Officer (SPC) must maintain a current Working with Children Check and National Police Certificate.
- Previous experience in a similar receptionist 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 and Attendance Officer (SPC) 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.