

## POSITION DESCRIPTION

**Title:** Reception and Administration – Grange Hill  
**Reports to:** Director of Business Services  
**Date:** 2025

At Genazzano FCJ College, we're on a mission... to fuse the wisdom gained from over 130 years of educating girls, with the best techniques and practices of contemporary learning. Together, it redefines individual academic success and creates a distinctive opportunity to equip girls for a future we cannot imagine – but are privileged to guide them to.

From the co-educational Early Learning Centre (3- and 4-year-olds) to the specialist girls' pathways from Preparatory to Year 12, Genazzano is on a relentless quest to unlock the potential of every student as they uncover their personal excellence and fuel their aspirations. To do this, our professional environment at Genazzano emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and parents.

Our Catholic faith and educational expertise energise us to prepare our students for a future where the keys to success will be very different to that of the past. For this reason, we unapologetically coach our students outside their comfort zone and challenge them to think critically about the world they'll inherit. This commitment extends beyond the classroom. We believe in nurturing not just their minds but also their hearts and spirits. Hope, courage, and a profound sense of community are the pillars upon which Genazzano FCJ stands.

As a future-oriented community, with a distinctive learning culture and a heart for humanity, we value reflection, excellence, wisdom, and service to empower our students and staff to transform the world around them.

## EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy* and a *Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

## POSITION PURPOSE

To ensure the effective and efficient operation of Grange Hill reception and to provide administrative support to the Junior School as required.

## **KEY RESPONSIBILITY AREAS**

- To manage the Grange Hill Reception area, providing customer service and administrative assistance effectively and efficiently to students, staff, parents, families and visitors
- Oversee the Grange Hill Sick Bay and provide essential care to the students as necessary.
- Prepare relevant incident reports, update Synergetic medical module and liaise and report to the College Nurse when support and guidance is required.
- Organise the distribution of student information, publications and student messages for each Classroom
- Support the Junior School Team with the coordination of all camps, incursions and excursions
- Assist with maintaining student attendance for students in ELC and Prep to Year 6; entering information onto Synergetic, reconciling student absences, liaising with parents regarding unexplained absences and maintaining the sign in/sign out book each day
- Assist with the maintenance, processing and storage of records
- Maintain a very neat, clean and ordered reception and storage area
- Maintain the stationery and photocopy requirements for Grange Hill, including ordering and maintaining stock
- Assist at Student Services as required
- Other duties as required by the Principal, Director of Business Services and Dean of Junior School

## **ACCOUNTABILITY & EXTENT OF AUTHORITY**

- The College Receptionist is accountable to the Principal through the Director of Business Services
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer
- The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the Director of Business Services

## **SKILLS AND EXPERIENCE REQUIRED**

- Strong administrative skills, customer service and able to multi-task
- Excellent interpersonal skills, a friendly and professional manner and excellent presentation
- An ability to work in a team, while also being capable of working independently
- To be conscientious, reliable, flexible and able to adapt to change
- Effective computer skills, including MS Office, Google Drive, GenConnect and database entry and management
- Strong proof-reading skills
- Experience working in an educational Institution will be an advantage
- Trained in First Aid and management of Anaphylaxis
- Appreciation and support of the Catholic and FCJ ethos of the College

### **CONDITIONS OF EMPLOYMENT**

- Employed in accordance with terms and conditions of Catholic Education Multi-Enterprise Agreement 2022 (CEMEA)
- The incumbent will require a valid and up to date Working with Children Check, National Police Record Certificate and Level 2 First Aid Certificate
- 7 weeks annual leave per annum to be taken during the school holidays