



Front Office Receptionist

Date of Commencement: Immediate Start
Period: For the remainder of 2019

Position Overview and Duty Statement:

St Peter's Anglican College (Prep-12) is seeking a professional, dedicated Receptionist to be the public face of the College. This is a non-teaching, part time position (5 days a week) during term time only. The hours are 8.00am to 1.00pm. The first and foremost aim of this position is to be the Receptionist for the College. This position involves providing receptionist and student services duties. An eye for detail, proofing skills, a Christian ethos in the Anglican tradition and effective time management skills are required.

- Experience in using software such as Outlook, Microsoft Word, Publisher, Excel, social media and other related programs is an advantage.
- **Current First Aid Certificate is essential.**
- Previous experience in related work is desirable.

Duties:

- Oversight of attendances/absences into the College administration database, dealing with anomalies and requests for student leave from parents as appropriate;
- Answer of telephone and first point of call for visitors to the College;
- Deal with and assist students and families with enquiries;
- Prepare fortnightly newsletter;
- Maintain school calendar;
- Maintain files/records as required ensuring confidentiality;
- Receipting monies;
- Assisting with College events for eg - catering for school functions, end of year functions etc;
- Manage deliveries and arrange for distribution;
- Manage mail and distribute incoming mail and ensure outgoing mail is processed and dispatched on time each day;
- Maintain Office and Sick Bay supplies;
- First Aid Officer and providing assistance to students attending sick bay;
- Other duties as requested by the Principal or the Principal's delegate.

Standard Expectations:

- Visitors to the College are greeted and treated in a courteous and friendly manner;
- Sensitive matters are treated in a confidential and professional manner;
- Hard copies of student files are kept and relevant details are updated on the College database accurately;
- Relevant legislative deadlines are met;
- Duties are carried out in accordance with College policies and procedures;
- Enquiries are attended to in a timely manner;
- Personal appearance is always maintained at a high standard at all times.

Performance Indicators

- A proactive and diligent approach is employed to ensure effective time management occurs in the workplace;
- A professional team environment is fostered and maintained at all times;
- Being able to provide solutions to emerging problems prior to their escalation, including informing relevant staff of arising issues, for example advising the Principal of any potential truancy problems;
- Be a public representation of “Faith, Courage Excellence” in dealing with parents and through documents produced including the College newsletter;
- Operate from a professional Christian perspective with parents, staff and students to uphold the Anglican ethos.

Other:

- Promote a team culture by assisting and being willing to be assisted by, other staff members during periods of leave, absence or high workload so that overall objectives can be met;
- Provide assistance to the College Registrar as required;
- Answer and re-direct telephone enquiries to assist the College Registrar;
- Any other duties as directed by the Principal or his delegate.

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| Reports To | <ul style="list-style-type: none"> • College Principal • Head of Senior School • Head of Junior School • College Registrar |
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Application Information:

- Applications must be submitted to the College Registrar by email (registrar@stpetersbroulee.nsw.edu.au) by **Friday, 15 February 2019**.
- The expression of interest should address the applicant’s capacity and willingness to work in this role.
- Please provide names and contact details of two referees.