

Receptionist/ Administration Support Position Description



OVERVIEW

The School Receptionist position is a function of the College office and is directly responsible to the Deputy Principal.

School/College Environment

FCJ College Benalla

POSITION:	RECEPTIONIST / ADMINISTRATION SUPPORT	
REMUNERATION SCALE:	PER VICTORIAN CATHOLIC EDUCATION MULTI-ENTERPRISE AGREEMENT	LEVEL 2 CATEGORY C
FULL TIME EQUIVALENT:	0.8 FTE (TUESDAY – FRIDAY)	
REPORTS TO:	DEPUTY PRINCIPAL	
PRIMARY OBJECTIVE OF THE ROLE		
<p>The College Receptionist is responsible for ensuring a warm welcome upon entry to the College for all students, staff, visitors and contractors. The receptionist provides prompt and courteous attention to any and all requests for assistance or enquiries. The receptionist is also responsible for overseeing the sick-bay for ill or injured students.</p>		
STATEMENT OF DUTIES		
Common Reception/Admin duties.	<ul style="list-style-type: none"> • Responsible for answering most inward telephone calls and directing of calls to applicable staff members. Follow up difficult phone calls with applicable staff member. • Scanning phone calls requested to the Principal, Deputy and Business Manager by confirming with the caller the reason for the call. If applicable, forward to relevant sub-school. • Taking enquiries from students, staff, parents and visitors to the school. • Data entry all absences on SIMON and sign-in/out iPad register. • SMS unknown student absences to parents/guardians by 10.00am daily. • Issuing late passes and record on SAS2000. • Signing in/out students who are leaving the College for an appointment or who have arrived late following an appointment. • Liaising with the monitor in passing on messages etc. • <i>Catering:</i> Receptionist to do shopping for school function catering at a time convenient to the office. Obtain assistance from other admin staff as required to work as a team. Principal's EA will attend to small catering tasks for the Principal. • Receipting of monies • <i>Student medical cards:</i> Entering new student details and update/review student details onto SAS twice annually. • Filing & photocopying as required. • Ordering photocopier consumables. • Archiving exiting student files. 	

	<ul style="list-style-type: none"> • Replenishing stocks of forms and stationery used in the office. • Late Pass, Bulletin Notice, Stationery Order etc. • Ordering of tea/coffee and sugar for staff kitchen. • Mail merging of letters. • Providing support to other admin staff as required within time constraints. • Any other duties as requested by the Principal, Deputy or Business Manager.
<p>Sick Bay – First Aid</p>	<ul style="list-style-type: none"> • Attending to sick bay duties as required following Level 2 First Aid procedures. • Administering prescribed medication to relevant students, following all procedures. • Maintaining and auditing supplies in sick bay and other first aid areas throughout the College, regularly checking first aid "bum bags" and kits and replenishing supplies when needed. • Managing students and staff who have been diagnosed with anaphylaxis or asthma or diabetes.
<p>Child Safety / General Duties</p>	<ul style="list-style-type: none"> – Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. – Assist in the provision of a child-safe environment for students. – Demonstrate duty of care to students in relation to their physical and mental wellbeing. – Proactively support student wellbeing. – Exercise pastoral care in a manner which reflects school values. – Commit to ongoing professional development activities. – Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. – Maintain currency of first aid, mandatory reporting, asthma and anaphylaxis training. – Demonstrate duty of care to students in relation to the physical and mental wellbeing. – Attend all relevant school meetings and other applicable events, as required. – Demonstrate professional and collegiate relationships with colleagues.
<p>Qualifications and Requirements</p> <ul style="list-style-type: none"> – First Aid Certificate HLTF301B – Apply First Aid (Level 2) – Current Working With Children Check and National Criminal History Check <p>Skills & Attributes</p> <ul style="list-style-type: none"> – Strong IT skills – proficient in all Windows programs and online applications – Ability to work as part of a team – Good oral and written communication skills, including ability to communicate with children, parents and the school community – Demonstrated Administration experience, preferably within an educational setting – Proactive with a solid work ethic – Ability and willingness to accept policy directives 	
<ul style="list-style-type: none"> – Occupational Health and Safety <p>All employees have the responsibility to:</p>	

- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Adhere to safe work procedures, instructions and rules.
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act.
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others.
- Not wilfully place at risk the health and safety of any other person in the workforce.
- Report any injury or hazard to the Principal immediately.

KEY COMMUNICATIONS

INTERNAL

Staff
Students

EXTERNAL

Parents / Guardians
Visitors to the School
Parish
Contractors

Commitment to Child Safety

All students enrolled, and any child visiting FCJ College, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

Date	Authorised By	Signature

Signed:

(Employee)

Date:
