
POSITION DESCRIPTION – JUNIOR SCHOOL RECEPTIONIST

Review

Updated August 2022

Position Overview

The role of the Junior School Receptionist is to support the Head of Junior School to fulfil the Mission of the College. This position has a significant focus on general office administration as well as other additional areas of responsibility which contribute to the running of the school and support to staff in the corporate responsibility to provide highest quality Christian education.

Accountability

Head of Junior School and Secretary to Head of Junior School

Relates to

Executive Principal, Head of Junior School, Head of Business Operations, College Administrators, Junior School teachers, students, parents and external agencies

Qualifications/Registrations/Experience

- Experienced administrator
- Certification in business and/or office administration experience is desirable
- Experienced in Microsoft Office (Excel, Word, Outlook) is necessary
- Efficient and accurate with data entry, record keeping and file management
- Excellence in written and verbal communication

Personal Attributes

- Have a personal faith and commitment to Jesus Christ
- Act in a manner consistent with the College values
- Exhibit high personal standards
- Able to follow and support school leadership

Professional Attributes

- Maintain a strong work ethic
- Exhibit love for children and a sincere orientation towards people
- Act with integrity, loyalty, honesty, humility, sensitivity while building meaningful relationships with others
- Able to foster teamwork and promote a harmonious environment in the school office
- Maintain an attitude of excellent customer service
- Able to professionally communicate with staff, parents, and students in both written and oral form
- Demonstrate appropriate telephone etiquette, with professional voice inflection
- Possess strong organisational and time management skills, with the ability to prioritise tasks, meet deadlines and concurrently manage a number of competing tasks
- Maintain a commitment to developing professional knowledge and skills
- Maintain confidentiality in relation to sensitive information regarding students, parents and/or staff operating within legal and school policy guidelines
- Be adaptable and hold a positive attitude towards change
- Always maintain a professional well-groomed presence
- Appreciate the place and timing of fun and a sense of humour

SPECIFIC AREAS OF RESPONSIBILITY

Administration:

- Be responsible for ensuring the school office is both welcoming, clean, tidy, safe and an orderly environment
- Manage the front office; including telephone and counter enquiries and processing of incoming and outgoing mail including daily maintenance of staff pigeon holes
- Management and maintenance of student absences in relevant School management system
- Management and maintenance of staff absences in ConnX; liaising with payroll each fortnight
- Maintain the late book and sign in/out book providing timely updates to Head of Junior School and Deputy Head of Junior School
- Provide photocopying assistance when required and maintaining photocopier paper supply
- Oversee the setup and maintenance of online computer programs for students and staff eg Athletics, Reading Eggs, Typing Tournament, Matific ,Seesaw and ensure new students receive their login details on confirmation of enrolment
- Oversee electronic storage of class timetables
- Organise and maintain the online room bookings each term
- Manage and maintain Flexischools for all Flexischools payments eg school excursions, booklists etc. Retrieve payment reports and follow up on late payers
- Oversee and organise student of the month lunches (compiling names, preparing awards and ordering of food)

Administration support for other staff

- Provide administration support for Deputy Head of Junior School in all necessary areas
- Organise annual class photos including liaising with Senior School Secretary and photographers
- Assist the DHOJS with the organisation and implementation of 'Classsolver' by uploading new students each year, collating parent request lists in accordance with the school's class placement framework established by Head of Junior School
- Complete enrolment spreadsheet with specific information and details as recorded on the enrolment paperwork.

Communication

- Accurately and efficiently respond to queries from parents, students and staff
- Provide employment applicants with a receipt of acknowledgement to all employment requests and forward to Head of School
- Other reasonable duties as directed by the Head of Junior School and Deputy Head of Junior School

Health and Safety

- Communicate any situations of concern to Head of Junior School or delegate. As soon as possible, advice of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol or controlled substances
- Be alert to pedestrian traffic around the school office area
- Assist Head of Junior School or delegate in managing interruptions
- Comprehend and actively participate in all lockdown and fire evacuation procedures adhering to school policy

Additional responsibilities

- Monitor and maintain staffroom supplies, fortnightly
- Oversee the ordering and purchase of the Year 6 T-shirts annually
- Assist and attend the end of year events including Celebration Night and Presentation Night Evenings
- Undertake relevant training and development as and when required
- Provide basic first aid as required
- Develop and maintain competence in computer software packages used within the College

Remuneration

In accordance with levels set out in the NCC Enterprise Agreement

Reference Documents

Staff Code of Conduct
NCC Staff Dress code
Child Protection Policy
NCC Enterprise Agreement

Appraisal & Review

Review to be conducted annually by Head of Junior School or delegate