

Position Description

Receptionist

Position Title: Administration Services Coordinator
Reports to: EA to the Principal and Business Manager
Time Fraction: Full Time (38 hours per week)

Primary Purpose

This position is responsible for coordinating the overall management of the reception area at the Warragul campus. It is the responsibility of the receptionist to inform the Executive Assistant of any issues that may arise in the course of the day.

Duties and Responsibilities

- Co-ordinate the overall management of reception.
- Liaise with and greet parents, staff, members of the community, visitors, associates and VIPs.
- Continual focus on system development and implementing improvements to systems and/or processes.
- Prioritise all work required to be undertaken by reception.
- Monitor, respond to and re-direct phone calls, emails and mail.
- Maintain electronic filing system for reception which enables the timely retrieval of documents.
- Format documents appropriately and professionally and according to the School Style Guide.
- Provide emergency first aid treatment when required.
- Other duties as directed by the Executive Assistant.

Key Attributes

The incumbent will be able to demonstrate the following:

- Demonstrated experience in a similar position.
- Ability to work independently as well as in a team.
- Strong computer skills, experience with Microsoft Office software, as well as experience using a complex database.
- Ability to manage time effectively prioritise work-flow and meet competing deadlines under pressure.
- Ability to solve problems creatively and work with initiative.
- Excellent interpersonal and communication skills (both written and verbal).
- The ability to build and maintain effective working relationships.
- Ability to deal calmly and effectively with many different demands simultaneously.
- Resilience, initiative, dedication, flexibility and a desire to learn.
- Support for the Anglican ethos and values of the School.

Desirable (not essential):

- Previous experience working within a School environment.

Qualifications

Working with Children Check
Current Level II First Aid, Asthma and Anaphylaxis

Conditions of Employment

Hours are 8.00am – 4.30pm with five weeks annual leave. Salary will be dependent on qualifications and experience.

Conditions of employment are set out in the St Paul's School Agreement 2023-2027 (or as replaced by a future agreement).

Child Safety Statement

St Paul's is a child safe employer and is committed to the welfare of children and their protection. The School has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct. St Paul's performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

St Paul's has zero tolerance of racism and it is an expectation that staff and volunteers will act on incidents of racism. It is also an expectation of the School that all staff and volunteers will support children to express their culture and enjoy their cultural rights.

St Paul's is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

How to apply

Applicants should submit **via email**, their application for this role to hr@stpaulsags.vic.edu.au , including:
The incumbent will be able to demonstrate the following:

- Demonstrated experience in a similar position.
- Cover letter
- Resume
- Three professional referees who can speak to your experience and suitability for this position.