

CHRISTIAN COLLEGE HIGHTON CAMPUS RECEPTIONIST- STUDENT OFFICE



Purpose Statement

To faithfully serve and support all students, parents and staff of the Christian College community. This is to be achieved through the positive use of skills and talents to achieve the administrative outcomes required and expected by the Christian College community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

Expectations of Duties

- Administers first aid and prescription medications to students for the purpose of providing emergency and necessary care in compliance with established guidelines. Monitors students referred for illness for the purpose of ensuring student welfare and maintaining a secure office environment. Determines whether to contact parents if student's illness is serious enough for them to go home. Maintains first aid kits to be ready for use at all times and maintains accurate sick bay records.
- Responds to inquiries from telephone and student office for a variety of internal and external parties (eg. staff, parents, students) for the purpose of providing information or direction and/or facilitating communication among parties.
- Maintains manual and electronic documents files and records (eg student absences, late arrivals and early dismissal passes) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Oversees lost property, student enquiries, permission forms, sign in student work, homeroom collection of folders, uniform orders and dispersment for the purpose of ensuring the completion of activities in an accurate and timely manner.
- Ring parents or guardians for verbal permissions and absentees, in compliance with administrative requirements.
- Monitors and attends to student phone calls, forgotten lunches and student deliveries in a timely manner.
- Enters data and prints reports from Maze (eg class and absentee lists) for the purpose of processing data in compliance with financial, legal and/or administrative requirements.

- Collects payments for a variety of events (eg bus passes, calculators, diaries and bibles etc.) for the purpose of securing funds in an efficient and accurate manner.
 - Supports Teaching Staff and other assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.
 - Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
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Behaviours

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus can best be summarised as *“treating others as you would like them to treat you”*.

Examples of this behavioural philosophy include, but are not limited to:

- act with integrity at all times
 - be open and honest in all communication – students, staff and parents
 - respond promptly to communications
 - show respect to all students, staff and parents
 - embrace change
 - act with professionalism ensuring that personal goals are in line with the College vision and strategies
 - have a good working knowledge of all the policies and procedures
 - be a self-starter, show initiative
 - strive for excellence, take pride in what you do
 - be accountable and responsible
 - be punctual
 - offer ideas for improvement
 - offer and receive feedback
 - be active in managing hazards and risks associated in performing daily tasks
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Expectation of Skills

- Sound knowledge of Microsoft application, particularly Word
 - First Aid Certificate
 - Working with Children Card
 - Good Administrative and organisational skills
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Organisational Relationships

- Reports to Mrs Marion Murray the Administration Support Manager.
 - For educational functions reports to the Head of Campus.
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General Conditions of Employment

This position is employed under the conditions details in the Educational Services (Schools) General Staff Award 2010/School Administration Services. A copy of this Award is provided on the Staff Intranet/Documents/Employment Relations.

The position is based on a 38 hour week with starting and finishing times to be negotiated with the Head of Campus, making sure office hours are covered daily.

ACKNOWLEDGEMENT AND ACCEPTANCE

I confirm I have read, understood and accept the expectations, behaviours and responsibilities contained in this Job Description.

Signed (Name)

Date