



**CHRISTIAN
COLLEGE**
G E E L O N G

Student Office Receptionist / Administrator

A full-time, ongoing position is now available for a suitably qualified person at the Middle School in Highton.

Applications are invited from dedicated administration staff who desire to work in a fine Independent College where academic excellence and Christian values are emphasised.

The successful applicant will possess the following:

- Sound knowledge of Microsoft applications and other data bases
- First Aide Certificate Level 2
- Working with Children's Card
- Good administrative and organisational skills

Full job description can be found at:
christiancollege.vic.edu.au

Applications should be forwarded to:
Secretary of the CEO
18 Burdekin Road, Highton Vic 3216
ceo.secretary@ccg.vic.edu.au

CLOSING DATE: Thursday 26th June, 2014



**CHRISTIAN
COLLEGE**

GEELONG

POSITION DESCRIPTION: RECEPTIONIST STUDENT OFFICE HIGHTON

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 enquiries 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student absences, late arrivals and early dismissal passes) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements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 disbursement 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

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
- 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
- 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

Expectation of Skills

- sound knowledge of Microsoft application, particularly Word
- first aid certificate
- Working with Children card
- good administrative and organisational skills

Organisational Relationships

- reports to Mr Chris Maddock - Business Manager or Mr Wayne Hines – Head of Campus

General Conditions of Employment

This position is employed under the conditions detailed in the Educational Services (Schools) General Staff Award 2010/School Administration Services. A copy of this Award is available on the Fairwork Australia website.

The position is based on a 38 hour week.