



# CHRISTIAN COLLEGE G E E L O N G

Christian College Geelong has a solid reputation for quality and innovative Early Childhood programs, with a strong emphasis on nature play and Bush Kinder Programs.

Early Childhood Educators with a passion for supporting children as confident and valued learners, who embrace nature pedagogy and play based learning, and love working as part of a collaborative team, are invited to apply for the following positions at both Williams House Kindergarten [Belmont] and our new Early Childhood Surfcoast Campus – Butterfield House Kindergarten to commence in 2017.

## **WILLIAMS HOUSE KINDERGARTEN**

Preschool Teacher *0.6 FTE*

## **BUTTERFIELD HOUSE KINDERGARTEN**

Preschool [4YO] Teacher *0.6 FTE*

Preschool [4YO] Teacher *0.6 FTE*

Prekinder [3YO] Teacher *0.5 FTE*

## **BUTTERFIELD HOUSE CARE**

Children Services *Diploma qualified 0.8 FTE*

Children Services *Diploma qualified 0.8 FTE*

Administrator *Diploma or Certificate 3  
in Children's Services 0.5 FTE*

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*Position descriptions can be found on the College website: [christiancollege.vic.edu.au](http://christiancollege.vic.edu.au)*

### **Applications should be forwarded to:**

Secretary to the CEO  
18 Burdekin Rd, Highton Vic 3216  
[ceo.secretary@ccg.vic.edu.au](mailto:ceo.secretary@ccg.vic.edu.au)

*Applicants should be aware that the College is committed to the safety of children and carry out all the 'Working with Children', 'Police Records' and 'Reference' checks we consider necessary to ensure that we are recruiting and employing people of the finest character.*

**CLOSING DATE: Monday, 14<sup>th</sup> November, 2016**



Quality Services P/L

## **POSITION DESCRIPTION: Kindergarten Receptionist**

### **Purpose Statement**

To faithfully serve and support all students, parents and staff of the Butterfield House and 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.

### **Expectation of Duties**

- responds to enquiries from telephone or reception 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
- collects payments for a variety of events (eg fundraisers and fees etc) and issues hand written receipts for the purpose of completing the transactions and/or securing funds in an efficient and accurate manner
- enters data in Xplore (eg enrolments, changes to parent details, student records) for the purpose of processing data in compliance with financial, legal and/or administrative requirements
- prepares a variety of reports, documents, accounts and correspondence of a confidential and non-confidential nature (eg Confirmation letters, orientation day letters, kinder family letters and offers, documents, fee accounts, payment for casual relief staff and staff changes) for the purpose of documenting activities, providing written reference and/or conveying information
- assists kindergarten staff with photocopying, excursion notices and bookings, computer work, activities, Group lists after receiving requests and offers for the purpose of providing assistance in their functions
- maintains a variety of manual and electronic documents, files and records
- oversees day-to-day office administration at Butterfield House ensuring completion of activities in an accurate and timely manner

- oversees orders for Butterfield House by entering data in Xplore, faxing, checking and record payments. Liaises with Accounts Payable for kindergarten and daycare rooms, educators and office supplies in compliance with administrative requirements
- collects and enters and lodges school banking in an accurate manner
- accepting/signing for incoming deliveries and distribution, liaise with mobile booksellers, post kinder mail and filter internal mail
- processes registered care payments and distributes to recipients in an accurate the timely manger
- performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit
- please note that this role also has a component of providing lunch time relief for staff as required. It is expected that the successful applicant will have had experience in working collaboratively in an early childhood context, with early childhood educators

## **Behaviours**

The behaviours required of you whenever you are on duty representing Butterfield House Kindergarten and Daycare, whether on or off campus, can best be summarized 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
- to be able to communicate positively with families about their children

### **Expectation of Skills and Certificates**

- sound knowledge of Microsoft application, particularly Word
- first aid certificate
- Working with Children Card
- good administrative and organisational skills
- Cert III (or higher) in Children's Services an advantage

### **Organisational Relationships**

- reports to the Administration Support Manager
- for educational functions reports to the Director of Early Years (Preschool)

### **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 provided on the Fair Work Australia website at: [www.fairwork.gov.au](http://www.fairwork.gov.au).

The position is based on a .5 week or pro rata if position is not full-time, with starting and finishing times to be negotiated with the Director of Early Years [Preschool], making sure office hours are covered daily.