



Assumption College Kilmore Administration: Receptionist

The early Marists proclaimed 'Let it be said of us, as it was of the first Christians, 'see how they love one another'. In a world thirsting for connection and belonging, we strive to be a place in which a family spirit of love, respect and mutual trust are the wellsprings of growth and healing.

POSITION DESCRIPTION

The Receptionist is directly accountable to the Business Manager: Operations. While there are specific responsibilities in this role, this person is also an integral member of the broader administration team and collectively shares the responsibility for the smooth operation of the school administration systems.

The Receptionist needs to possess a very high level of confidentiality, be highly organised and flexible in their day to day work activities.

Reports to:	Business Manager - Operations
Collaborates with:	College Community Members of the Administration Team and Finance Team College Leadership Team
Contract:	As an employee of Marist Schools Australia, this is a full time ongoing position. Salary is derived from the VCEMEA 2013 or its successor and will be based on experience within the Educational Support schedule level ES2.

Responsibility as a Member of the Allied Staff Team

- Actively articulates the school's vision and mission as a Catholic school, and uses this as a wellspring in all discussion and decision-making
- Is active as an individual, or as a team member, to work towards the success of the school's Strategic Plan, providing support, stimulus and action as necessary.
- Communicates and exemplifies to staff correct procedures and processes.
- Contributes to the development of College policies and procedures.
- Seeks professional development to further his/her understanding of the mission of Assumption College.
- Performs other duties as required by the Principal.

Responsibility as a Receptionist

- Provide a welcoming and calm "first point of call" in College Reception.
- Ensure that information flows efficiently from Reception to the remainder of the College.
- Assist staff, students and parents with any queries.
- Assist with student absentee requirements including class passes.
- Assist with administration duties in the front reception.

Key Selection Criteria

- Relevant experience/skills required to perform relevant administrative duties.
- An ability to use own initiative/work ethic in carrying out tasks that need to be done with a minimum of supervision.
- An ability to deal and liaise professionally with staff on a range of matters associated with the operations of the school.
- Have the ability to deal professionally with parents and other agencies and offer support when required.
- Meet strict confidentiality requirements in relation to all students/staff/families and school operations in general. Information concerning any of these four categories seen or heard in the completion of your duties must not under any circumstances be passed onto a third party.
- The successful applicant must hold a current driver's license and current Victoria Police Check and a Working with Children's Card.
- Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure.

Occupational Health & Safety

The Allied Staff Member will:

- Perform the above duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others;
- Encourage colleagues and others on the worksite to adhere to safe work practices;
- Support and contribute to the improvement of safe systems of work and safe work practices;
- Participate in relevant OHS&W training programs;
- Report all work related incidents and near misses which result in injuries, ill health, or property damage in writing, in accordance with the school's OHS&W policies and procedures;
- Suggest changes to eliminate workplace hazards, or minimise the risks associated with them;
- Correctly use any equipment provided for health and safety purposes;
- Follow reasonable instructions given by the school in relation to health and safety at work;
- Support the consultative processes for managing OHS&W, when opportunities arise.

