



Calrossy Anglican School

Position Description

Position Title	Junior Receptionist
Immediate Supervisor	Principal's PA
Location	Brisbane Street and William Cowper Campuses
This Position Reports to:	All positions are ultimately responsible to the Principal All positions functionally report to the Business Manager This positions day to day report is to Principal's PA
Co-ordinates with:	Calrossy Community Members, Parents, Students, Admin Staff, Classroom Teachers, Learning Support Staff, Support and Operations Staff.
Remuneration	In accordance with the Independent Schools NSW, Support and Operations MEA 2017
Special Conditions	Supporting and encouraging the Christian Mission and Ethos of Calrossy Anglican School

Calrossy Anglican School is located in Tamworth, a rapidly expanding regional city in Northern NSW. Calrossy celebrated its Centenary in 2019 and operates under the auspices of the Anglican Diocese of Armidale. We have five campuses and cater to the learning needs of boys and girls, both Boarding and Day. Continued outstanding academic results have placed us as one of the leading schools in the region.

Preamble

The Junior Receptionist position is to be the first reference point for inquiries into Calrossy Anglican School. This person will receive visitors by greeting, welcoming, and directing them appropriately, notifying school staff of visitor arrival. Inform visitors by answering or referring inquiries to the relevant staff member.

Calrossy seeks to create a dynamic, caring, Christian environment in which girls and boys may grow to be adults of faith, integrity and compassion who value learning and pursue life with confidence and initiative, committed to excellence and truth.

Our Values are to love the Lord God with all our heart, with all our mind, with all our soul and with all our strength. To love our neighbour as our self.

To consolidate our Christian journey Calrossy focuses on four core values:

- **Integrity** is a constant in character that transcends the context in which the person finds themselves. Integrity requires courage and produces honesty, truthfulness and loyalty.
- **Selflessness** is the ability to put the needs of others above one's own. Selflessness requires sacrifice and bears the fruit of humility, thoughtfulness and love.
- **Inclusiveness** builds diversity in community and counteracts prejudice with acceptance. Inclusiveness is at the heart of mateship, promotes friendship and denies a foothold to loneliness. It is not an absolute value of inclusiveness at all costs. It gathers what is good and just, but rejects what is evil and unjust.
- **Resilience** means 'bouncing back' from adversity and not giving up. Resilience is perseverance in a place of suffering which builds responsibility, patience and character.

The School's expectation is that all staff will promote and support a positive image of Calrossy as a quality Christian school.

Qualifications, Skills and Experience

- Ability to work unsupervised.
- Honesty, Integrity and authenticity in dealings with colleagues, students and staff.
- Provide a caring, well-managed and safe environment for students.
- Current Working With Children Check
- Excellent communication skills

Personal Qualities

Essential Criteria

- Willingness to uphold the Christian mission for the school.
- A neat and tidy appearance and overall attitude vital to fit in with the fabric of the School community.
- Enthusiastic and positive attitude
- Ability to exercise initiative
- A positive attitude and calm, approachable disposition.
- Ability to meet deadlines and to manage time effectively.
- Ability and commitment to work as a productive team player exhibiting loyalty and support for colleagues.

Desirable Criteria

- Strong time management skills
- First Aid Certificate
- Work effectively in a customer service environment.

Roles and Responsibilities

Responsibilities of the Junior Receptionist

- Open and close Front Office area morning and night.
- Maintain cleanliness and tidiness of Reception area and maintain a supply of current literature
- Answer, screen and forward incoming phone calls via multiple telephone lines and extensions.
- Provide basic and accurate information in-person and via phone/email.
- Record and update Reception voicemail message as required.
- Distribute voicemail messages and faxes as required.
- Receive prospective parents & visitors to the school by greeting, welcoming, directing and announcing them appropriately.
- Organise courier deliveries in and out of the school.
- Keep all information for Reception enquiries up to date and precise.
- Ensure visitors sign in and out.
- Ensure students sign in and out when required.
- Other duties as negotiated from time to time with the Deputy Principal or Principal.
- Sort internal mail.
- Sort and register/record outgoing mail and deliver to Post Office daily.
- Work with the Registrar to maintain enrolment packs are up to date and available on request.
- Distribute newspapers daily and follow up with any missing from delivery.
- Relay messages to students, staff and visitors.
- Accept deliveries and distribute to students and staff as required.

General

- Complete relevant work-related documents.
- Perform your duties to the best of your ability and be accountable for your performance.
- Follow reasonable instructions given by your supervisor or their delegate.
- Comply with lawful directions.
- WH&S - In accordance with the Workplace Health & Safety Act 2011 employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Calrossy and follow defined WHS policies and procedures.
- Participate in any in-house training programs, as well as other job specific training that is identified as required for this job description.
- Participate and contribute to team meetings.
- Participate in workplace change where required.
- Comply with the School's Code of Conduct.
- Report concerns or problems to supervisor.