



## RECEPTIONIST / ADMINISTRATION SUPPORT POSITION DESCRIPTION

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<b>REPORTING TO:</b>	<b>Principal Werribee</b>
<b>CAMPUS:</b>	<b>Werribee</b>
<b>TENURE:</b>	<b>Temporary Part Time</b>

### **INTRODUCTION:**

Heathdale Christian College is a co-educational, day school with campuses at Werribee and Melton.

Staff are required to work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

### **POSITION SUMMARY:**

This position will be responsible for key administrative activities and tasks associated with the primary school and main reception. Providing key organisational skillset and strength to the Primary administration team and Principal, with being the first point of contact either via the phone or in person at main reception.

### **KEY RELATIONSHIPS:**

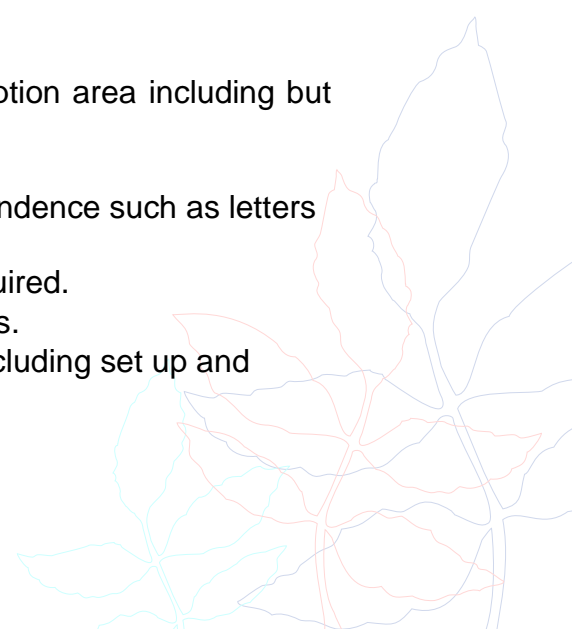
- Personal Assistant
- Administration Assistant
- EA / Office Manager
- Primary Staff
- Families
- External providers

### **KEY RESPONSIBILITIES & DUTIES:**

#### **A. Key Tasks**

##### Reception / Office Administration

- Maintain and be responsible for the main reception area including but not limited to phones, visitors and emails.
- Provide general administration duties.
- As required assist in the distribution of correspondence such as letters and memos.
- Gather and distribute information to staff as required.
- As required, assist in any evacuation procedures.
- Organise catering for relevant school events, including set up and clean up.





### Primary School Administration

- Answer inquiries of general nature for students and families.
- Provide general administration duties including filing & data entry
- Keep office well maintained, including ordering office stationery.
- As required, assist in coordinating parent rosters for yard duty, reading etc.
- As required, assist in managing the current student sign in and out processes, until the process is updated and/or changed.
- Assist, as required the parent and visitor's check in and out and instruct on site orientation.
- Assist with primary administration procedures and processes.
- Assist, as required the parent and visitor's check in and out and instruct on site orientation.
- As required, provide support and assistance to the Principal.

### Professional Development

- Organise and maintain the relevant professional development for staff in Primary School, with updating the relevant database.
- Book relevant staff into any relevant professional development training course.

### **B. Child Safety**

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information please refer to the College website at

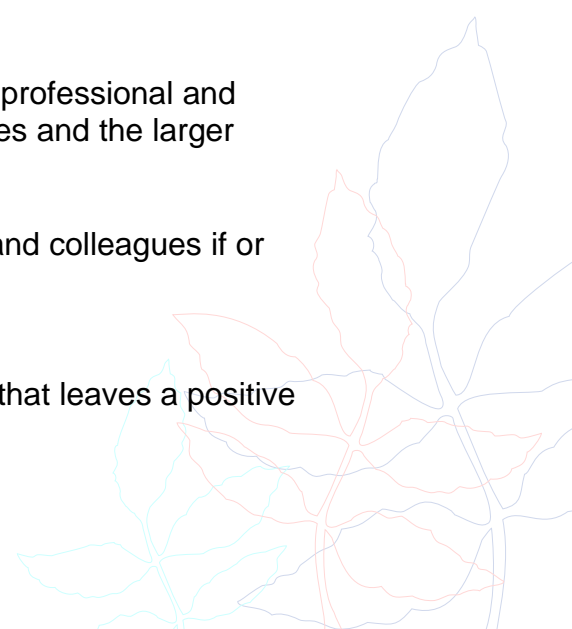
<https://www.heathdale.vic.edu.au/about/policies/>

### **C. Accountability**

- Demonstrate a high level of communication, professional and interpersonal skills when relating staff, families and the larger community.
- Ability to work as part of team
- Provide assistance to other team members and colleagues if or when required.

### **D. General and Administrative**

- Provide a calm and welcoming environment that leaves a positive impression of the College





- Adhere to College policies, procedures and practices.
- Adhere to the College expectations regarding personal and professional presentation and dress.
- Attend and if required participate in daily staff devotions.

### **OTHER DUTIES:**

Any other assigned duties may be directed by the Principal or their nominee as required and in consultation.

Display and have the ability to perform the tasks which are essential to perform job productively and to the required professional standard. The ability to work effectively in a team, ensuring safety and good work practices at all times.

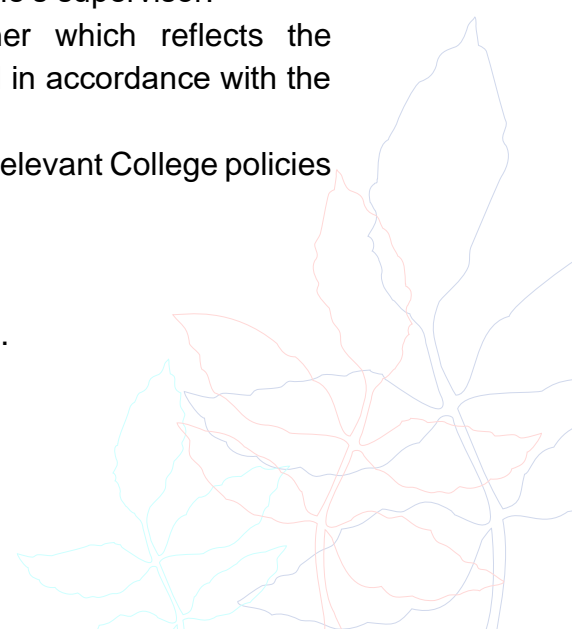
### **COLLEGE EXPECTATIONS:**

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff spiritual enrichment days.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team's in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

### **REMUNERATION:**

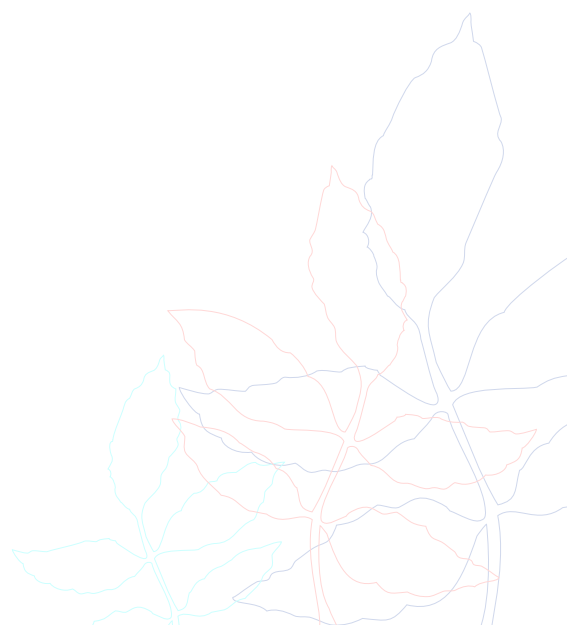
The salary will reflect both qualification and experience.





**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Certificate IV preferably in Business / Administration or has relevant office administration experience.
- Excellent written and verbal communication skillset
- Solid organisational skills
- Valid WWCC 'E' & Police Check



## ATTACHMENT 'A'

### Key Relationships defined:

WITH	PURPOSE	FORUM
<b>Personal Assistant</b>	<ul style="list-style-type: none"> <li>Work closely with the PA - Primary to ensure reception and admin tasks are organised and controlled</li> </ul>	Meeting on an 'as needs basis'
<b>Administration Assistant</b>	<ul style="list-style-type: none"> <li>Work closely with the Admin Assistant - Primary to meet the needs &amp; requirements of the administration</li> </ul>	Meetings will be organised and as required.
<b>EA &amp; Office Manager</b>	<ul style="list-style-type: none"> <li>As required, work closely with the EA &amp; Office Manager to establish strength and work ethic at main reception</li> </ul>	Meeting on an 'as needs basis'
<b>Primary Staff</b>	<ul style="list-style-type: none"> <li>As required, work closely with staff to ensure requests are meet</li> </ul>	Meeting on an 'as needs basis'
<b>Families</b>	<ul style="list-style-type: none"> <li>As required, liaise with the families to ensure requests are meet and queries are answered in a timely manner</li> </ul>	Meeting on an 'as needs basis'



<b>External Providers</b>	<ul style="list-style-type: none"><li>As required, be the main point of contact for external contractors and always ensure safety</li></ul>	As required
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