



COLLEGE RECEPTIONIST

Position Information Document

ESO GRADE	Education Support Officer – Administration Stream, Grade 3
EMPLOYMENT TYPE	Part-time, Permanent
EMPLOYMENT CONDITIONS	In accordance with the Catholic Schools Enterprise Agreement 2020 (the EA). First Aid Allowance applies to this role.
WORK PATTERN	As negotiated

MISSION AND VISION

Our Mission

A Catholic College educating girls in the Dominican tradition.

Our Vision

Inspired by the Gospel of Jesus Christ, we are a girls' College committed to truth and compassion. In the spirit of St Dominic, we contemplate the possibilities and honour the sacred dignity of each person through word and action. We aspire to provide an innovative, rigorous and inclusive education that leads girls and young women to achieve excellence in their studies and confidence in their future.

Governance

Dominican Education Australia (DEA) is the governing authority of St Dominic's Priory College (the College), an Independent Catholic School. A Board of Directors, established in 1987, governs the College which is incorporated under the Corporations Act 2001 (Cwlth). The Trustees of DEA and the College Board of Directors assures our Catholicity, fidelity to the Dominican charism, formation of Board members, excellence in teaching and learning and financial stability.

Safeguarding Children and Young People

The College is a Child Safe employer and committed to the welfare and protection of children and young people. In accordance with the National Catholic Safeguarding Standards, all employees are required to comply with the College's relevant policies and procedures.

Adhering to the *Child Safety (Prohibited Persons) Act 2016* and the *Children & Young People (Safety) Act 2017*, the College is committed to creating and maintaining a child safe environment. As an employee of the College, you will be required to:

- Foster positive and safe cultures for children and young people.
- Ensure children and young people know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues.
- Adopt strategies and act to prevent harm to children and young people.
- Safeguard against a child at risk of harm.
- Respond effectively if harm is suspected or confirmed.
- Respect diversity in cultures whilst keeping children and young people safety paramount.
- Attend education and training as required.
- Be familiar with relevant College policies and procedures.

GENERAL ROLE DESCRIPTION

The **College Receptionist** is the College's first point of contact with the public and often with members of the wider community. This person represents the welcoming hospitality of the College as a Christian community in a very real way.

The Education Support staff fulfil a vital role in supporting the education program of the College. They support the aims and philosophy of the College by making a positive contribution to the development of a Christian community. The Education Support staff must be aware of and comply with the Work Health and Safety policies and practices of the College.

Occasionally, Education Support staff may be required to attend professional development sessions conducted at the College or elsewhere, within or outside of the employee's normal working hours. The Education Support staff are encouraged to participate fully in the life of the College community and to support school activities and functions.

Key Working Relationships:

- College Principal
 - The College Leadership Team
 - College Staff
 - Students
 - Parents/Families/Guardians
- Reasonable overtime may be required but must be authorised by the College principal prior to the work being done.
 - Given notice some extra hours and flexibility of hours may be required including evenings and on weekends, particularly around significant community events.
 - 41 weeks of employment are during/alongside the normal school term.
 - The week prior to Term 1 (week 0) beginning, is a compulsory week of work for all Staff at the College.
 - Unless for special circumstances, annual leave is to be taken during school holiday period. There is a compulsory time of annual leave in the Christmas-New Year period.

PERSON SPECIFICATION

The person holding the position of College Receptionist at St Dominic's Priory College is expected to:

GENERAL RESPONSIBILITIES

- Have a capacity and a desire to actively contribute to the Catholic ethos of the College.
- Be astutely aware of our Catholic identity and the Dominican heritage of the College, acting in accordance with our motto, Veritas – Truth.
- Support the life of the College community through a commitment to the College Vision Statement and the Strategic Plan.
- Accept responsibility for creating and maintaining an atmosphere of mutual respect among students and colleagues.
- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective and humour.
- Demonstrate effective communication skills with all members of the College and wider community.
- Maintain accurate record keeping.
- Maintain skills with using current programs and software (currently Edval, SEQTA, Consent2Go and Synergetic).
- Undertake any other duties as directed by the College Principal in accordance with the current Enterprise Agreement.

EXPERIENCE AND SKILL SET

The **College Receptionist** will have the following skills and attributes:

- Intermediate to advanced Microsoft Office experience (Word, Excel, and PowerPoint)
- Ability to meet strict deadlines and manage conflicting priorities.
- Excellent project management and organisational skills
- Ability to work in a team environment.
- A demonstrated ability to manage excellent working relationships with internal and external stakeholders.
- Experience in working in a school environment (desirable)

SPECIFIC TASKS

The College Receptionist will have the following tasks:

Reception Duties

- To receive incoming calls and to communicate enquiries that arise from the telephone calls, where appropriate
- To deal with routine enquiries and messages from parents, students, staff and the general public who call at Reception.
- To assist families and students with matters pertaining to basic finance enquiries.
- To organise and collate student absentees and lateness and communicate these electronically to key staff.

Administrative and Clerical Tasks

- The distribution of incoming daily mail and the collating and stamping of outgoing mail
- Record keeping duties including:
 - o From time to time, filing of associated student record information.
 - o The filing of Student Reports/NAPLAN results in student files
 - o The ordering of office stationery
 - o The support of student policy and procedures
 - o Distribution of First Aid Kits as required.
 - o Basic data entry into official College databases.
- Prepare and send out Enrolment Folders
- Prepare Staff Induction Folders
- Record and check student medications held in the First Aid Room
- Organise courier pick-ups as required.
- Assist contractors/volunteers through Induction.
- Organise the sign in/out register for staff.
- Operate evacuation/lock-in system.
- Provide administrative and secretarial support and assistance to other staff as required, under the direction of a member of the College Leadership Team
- Support Accounts Receivable as required.

Guided Tours

- Assist the Enrolments team with guided tours as required.

First Aid Officer

Normally speaking, the College Receptionist will hold a Senior First Aid Certificate. The College Receptionist will render assistance to students as needed and make contact with Parents, in liaison with the Class Teacher. With regard to the First Aid Room, the Receptionist has responsibility for ensuring that it is tidy and that the Recliner chair is disinfectant cleaned after each student use. The Receptionist will advise when further supplies are needed for the First Aid Kit. When emergency assistance is required, the Receptionist will liaise with the College Principal/Deputy Principal re the calling of an ambulance.

Student Services & Marketing

- Assist the Community Development Officer with key events as required, such as the College Fundraisers.
- Oversee the operation and updating of the Television Screen at Reception, including marketing and showcasing of school events
- Prepare letters for identification of students
- Reimburse student printing credits.

Other Duties

- Other general office duties as required.
- Provide administrative support to the Deputy Principal.

SPECIFIC REQUIREMENTS

The following mandatory requirements must be maintained.

- Clearance to work in Catholic Education SA.
- Valid and current Working with Children Check (WWCC) as issued by the Department for Human Services.
- Approved & current Responding to Risks of Harm, Abuse & Neglect – Education and Care (RRHAN-EC).
- Current First Aid Training.
- The College adheres to the SACCS Policy on COVID-19 Vaccination.
- Perform any other duties as required from time to time by the College Principal.

WORK, HEALTH AND SAFETY (WHS)

This role is deemed to be a **Worker** under the *Work Health and Safety Act 2012 (SA)*. As a Worker, while at work, you, as the employee who is the subject of this Position Information Document must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, insofar as you are reasonably able to, with any reasonable instructions given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
 - *Reference: Work Health and Safety Act 2012 (SA) ss 27 and 28.*