



Receptionist and Administration Assistant Position Description

The Receptionist and Administration Assistant derives authority from the Co-Principals and is accountable to the Office Manager. She/he has a role in promoting the College's identity as a Catholic school in the Brigidine tradition and, as such, is expected to emulate the College's core values of:

- Being faithful to the College's Catholic heritage
- Welcoming all people, especially the most vulnerable
- Celebrating all that is good with joy and gratitude
- Engendering a love of learning, hope and sense of purpose
- Imaging and practising justice and service.

The Receptionist is a member of an administration team whose role is to ensure that the College Reception and General Office is a welcoming, supportive, effective and efficient environment for visitors, staff and students. The Receptionist is required to possess a spirit of helpfulness and high levels of patience, courtesy, initiative and understanding in a position where there is a great deal of people interaction.

KEY RESPONSIBILITY AREAS

Child safety: It is an expectation that every staff member be familiar and comply with, the College's Child Protection and Safety Policy, Code of Conduct and any other policies or procedures relating to child safety.

1. General Reception Duties

Work collaboratively with the College Co-Receptionist to:

- Manage the College switchboard – incoming calls, callers' inquiries, re-directions, messages
- Attend to all visitors, monitor and manage the Visitors Sign In/Sign Out book, and direct visitors as appropriate to specific people and areas
- Receive deliveries and direct as appropriate
- Collect, distribute and despatch mail
- Monitor the security of the College via the gate cameras
- Deliver PA announcements as required
- Arrange for taxis, couriers, parcel deliveries
- Assists others with routine problems and refer non-routine items to the appropriate staff member
- Take messages for staff
- Prepare visitors' name tags and student-teacher name tags
- Manage Email accounts Pastpupils@kilbreda.vic.edu.au; Schooldiary@kilbreda.vic.edu.au; Events@kilbreda.vic.edu.au
- Maintain knowledge of the College structure, personnel and calendar events
- Manage the School Diary and SAL Webpage data entry for all excursion and interschool activities
- Provide back-up support as required to the Co-Receptionist in administering the Student Attendance system
- Administer bulk emails

- Assist the Co-Receptionist with the editing and layout of the School Bulletin
- Assist with the photocopying, distribution and mailing of College communications.
- Assist with the Second-hand Uniform Shop (if required)

2. Events Administration

- Provide events management support to staff responsible for annual key events (School Production/Musical, Year 12 Graduation and Ball, BSLS Dinner)
- Establish and manage the TRYBOOKING system for events and other school operations
- Assist with the preparation and printing of invitations, Mass booklets and Liturgy pamphlets when required
- Prepare and print Award Certificates as requested by Year Level Coordinators and Learning Area Leaders.

3. First Aid and Sickbay

- Monitor, order and update supplies for Sick Bay and First Aid kits
- Keep log of First Aid kits on loan
- Assist staff with WorkSafe reporting and refer cases to the Admin and Payroll Officer
- Monitor and update the OH&S Injuries Register
- Complete injury reports if applicable and report to CEM
- Produce OH&S Medical Alerts and training documentation
- Organise staff training for First Aid, including Asthma and Anaphylaxis management
- Verify EpiPen administration
- Organise parent and level coordinator meetings for students with ongoing/chronic illness
- Monitor and update the Sick Bay register and attendance data in eWorkspace
- Monitor and update students' medical records and requirements, inclusive of Anaphylaxis and Asthma Management Plans
- Produce current Student Medical Conditions table and email to staff
- Attend and contribute to the work of the OH&S committee
- Work collaboratively with other General Office/Admin staff to:
 - Administer first aid to students as required
 - Contact parents/carers regarding student illness or injury as required.

4. Past Pupils

- Maintain the past pupils database
- Compile, edit and update content for specific web pages – Special Events, Past Pupil Committee News, and Past Pupils Events.
- Prepare and produce Past Pupils Network publication (one per semester)
- Maintain and update Past Pupils Facebook page
- Attend the Past Pupils Network Committee meetings and assist in the organisation of reunions and events.

5. CompliSpace Administration

- Update and maintain fundamentals – Risk Management; Compliance Program; Registration Guidelines; Occupational Health and Safety; Student Duty of Care; Code of Conduct; and Child Protection Program
- Allocate tests to staff and monitor assessment
- Manage Assurance System, Log, and Management of Incidents and Risk.

6. Administration Assistant

- Provide administrative support to the Assistant Principals
- Prepare excursion letters and parent consent forms for all approved excursions / incursions

EXPERIENCE, QUALIFICATIONS AND PERSONAL ATTRIBUTES

- Current Working with Children Check (essential)
- First Aid Certificate Level 2 minimum (essential)
- Ability to exert calm authority in medical emergency situations
- Ability to communicate clearly and calmly under pressure
- Excellent skills in the use of Microsoft Office Suite and data base management
- Demonstrated ability to use the following IT systems is desirable: Synergetic, CompliSpace Risk Management Program (or similar), TryBooking
- Sound understanding of OH&S matters
- High level of professional personal presentation
- High level interpersonal skills and the ability to work within a team
- Strong organisational and time management skills, with an ability to prioritise tasks, meet deadlines, work well under pressure and manage competing tasks with a high level of attention to detail
- Flexibility and be able to operate effectively in a changing environment
- Previous work in an educational setting would be advantageous but is not essential.

No position description can be entirely comprehensive. The Receptionist will be expected to carry out other duties from time to time that are broadly consistent with the position description.

ACCOUNTABILITY

Reports to: Office Manager
Internal liaisons: Organisation and Risk Management Coordinator, Assistant Principals, other General Office/Admin staff, teachers and parents
External liaisons: Past Pupils Network Committee, CompliSpace, KEM

CONDITIONS

Conditions are as per the Victorian Catholic Education Multi Enterprise Agreement 2013. This is a Category C (Level 2 Subdivision 5) position, **1.0 FTE**

Hours of Work: 38 hours per week
Normally: 8.00 am – 4.00 pm
15 minutes for morning tea, 30 minutes for lunch
45 minutes for morning tea and lunch combined

Leave: 7 weeks leave

Date: March 2017