



Catholic College Sale

Position Description – Administration Assistant - Receptionist

The Receptionist is the first point of contact at Catholic College Sale, undertaking duties associated with administrative tasking and support. The Receptionist will act in a professional capacity, with adherence to the ethos of Catholic College Sale and mandatory legislative requirements associated with Child Safety and Occupational Health and Safety.

STATEMENT OF DUTIES	
Specific Responsibilities	<ul style="list-style-type: none"> • Provide informed and friendly customer service to all students, parents/guardians and visitors to the School; • Responsible for the administration of the Colleges mail and associated tasking as required; • Provide administrative support and assistance to school staff as required; • Receive and receipt monies payable to the school and follow through with appropriate banking procedures; • Updating student database; • Provision of administrative support for School Excursions and/or extra-Curricular activities; • Organisation of the purchase of supplies for Administration, as required; • Handling of student and school confidential information in an appropriate manner; • Control and reconciliation of College Petty Cash; • Assisting Accounts Payable with raising of purchase orders. • Other duties as directed by the Principal and Business Manager.
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety; • Assist in the provision of a child-safe environment for students; • Demonstrate duty of care to students in relation to their physical and mental wellbeing;
Professional Development	<ul style="list-style-type: none"> • Commit to ongoing professional development in your area of work; • Be open to researching areas of interest relevant to directions provided in the school's strategic plan; • Continue development of ICT skills, with evolution of School technologies; • Participation in Annual Performance Review activities;
General Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures; • Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal, Business Manager or Administration Manager; • Demonstrate professional and collegiate relationships with colleagues; • Other duties as directed by the Principal, Business Manager or Administration Manager;

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission;
Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety; • A demonstrated understanding of appropriate behaviours when engaging with children; • Be a suitable person to engage in child-connected work; • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check;
Education and Experience	Essential: <ul style="list-style-type: none"> • Demonstrated extensive administration experience, preferably in an Education or Small - Medium Enterprise Business environment; • Demonstrated extensive Customer Service experience to a high standard; • Demonstrated cash handling, financial administration and procurement experience; • Demonstrated knowledge and experience with Microsoft Office Suite and utilisation of computerised database Systems; • Demonstrated problem solving, organisational and time management experience; • Demonstrated verbal and written communication and interpersonal skills; • Demonstrated understanding and experience of adherence with Privacy Act Legislative requirements;
	Desirable: <ul style="list-style-type: none"> • Relevant Tertiary qualifications in Administration, Business or Management (or working towards such qualifications);
Skills/Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team; • Excellent interpersonal, verbal and written communication skills, including ability to communicate and engage with children, parents and the school community; • Aptitude to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions • Ability to engage and maintain strong working relationships with key stakeholders; • Capacity to work to tight time lines; • Capacity to work independently; • Sound organisational skills including strong attention to detail; • Time-management skills; • Leadership qualities; • Self-motivation; • Ability and willingness to accept policy directives; • Maturity;

POSITION DETAILS	
Position Category	Category C
Position Hrs	1.0 FTE (76 hours per fortnight)
Reporting Supervisor	Administration Manager
Supervisor of Staff	No