



St MARY MacKILLOP COLLEGE Swan Hill

ROLE DESCRIPTION

- JOB TITLE:** College Receptionist
- REPORT TO:** This position reports to the Business Manager in the first instance. All positions at the College ultimately report to the Principal.
- RESPONSIBLE FOR:** The College Receptionist is the first point of contact for all visitors to the College. They must provide high quality, confidential, accurate and timely administrative and operational support for the day-to-day running of the College
- CLASSIFICATION:** Education Support Officer, Category B, Level 2
- POSITION STATUS:** Ongoing
- WORK HOURS:** 8:30am – 3:30pm
45 minute unpaid lunch break (11:45am – 12:30pm)

KEY DUTIES:

1. Reception Duties

- Ensure that the front reception is open and operating each day to welcome and support others with their enquiries.
- Ensure that initial contact with the College is professional and welcoming for all parents, guardians, students and visitors and assist them.
- Receive incoming telephone calls and emails and redirect them, or record and forward messages as appropriate in a timely, efficient and professional manner.
- Demonstrate excellent written and verbal communication skills.
- Receive and dispatch deliveries as well as assist with mail and courier services as required.
- Register all visitors to the College.
- Use the public address system to make school announcements, as required.
- Work with the Assistant Business Manager to ensure all volunteers, contractors and third parties have a current Working with Children's Check card (WWCC) and that a copy is kept on file.
- Ensure the Interview Room is ready for use for new appointments.
- Maintain the tidiness of the Administration area.
- Assist students with their queries and requests.
- Receipting of payments.

2. Administrative Duties

- Word processing, filing and photocopying, as required, including updating the Canteen menu and producing award certificates.
- Monitor stationary/paper/envelope stock in conjunction with the Teaching & Learning Leader: Learning Resources and order when necessary.
- Maintain, update and distribute the Department Extensions (phone listing) document as required.
- Monitor the Second Hand Book and Uniform Facebook page.
- Maintain Camps, Sport and Excursions Fund (CSEF) Allowances.
- Attend Office Meetings as scheduled.
- Participate in relevant Personal Development activities.
- Contribute to the management of emergency situations.
- Provide backup support to the Pastoral Care Receptionist
- Cash receipting – online banking and subsequent posting to fees and General Ledger.
- Responsible for Petty Cash for the College.
- Reconcile the Canteen banking each day.
- Coordinate the Parent Access Module passwords and badges for parents/guardians.

Other Duties:

- Be enthusiastic, professional, and committed to working positively as a team member.
- Attend school-based events where necessary.
- To undertake other duties as designated by the Principal.

Child Safety:

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Health and Safety:

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College and DOBCEL policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.