Shoalhaven Region Anglican Schools

Shoalhaven Region Anglican Schools provide a quality education that fosters gospel-shaped, confident life-long learners who improve the world.

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<tr>
<th>Position Title</th>
<th>Administration - Reception</th>
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<tr>
<td>Appointed by</td>
<td>Business Manager</td>
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<tr>
<td>Responsible to</td>
<td>Office Manager</td>
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<tr>
<td>Key working relationships</td>
<td>Teaching and Support Staff, Parents/Carers, Visitors</td>
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<tr>
<td>Last Reviewed</td>
<td>February 2016</td>
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Position Overview

Shoalhaven Region Anglican Schools appoints Christian staff who are energetic, innovative and committed to the ethos of independent, Christian education in the Anglican tradition. Reception is a frontline position ensuring a high level of customer service and administrative support to staff and parents/carers.

Preamble

The aim of Shoalhaven Region Anglican Schools is to be the most outstanding schools in the Shoalhaven region. It is the product of the vision of a community – to build schools with access to all who want their children to achieve the highest standard of education and behaviour.

Shoalhaven Region Anglican Schools are Christian schools in the Anglican tradition. The Christian ethos is present in its caring philosophy and its concern to produce educated leadership. The Schools are community schools in the sense that their doors are open to all, so long as they are sympathetic to and supportive of the Schools’ Christian foundation and values.

This position is based at Nowra Anglican College.

Duties

Reception is often the first point of contact for people with the College and must therefore provide a high level of customer service. In all contact with staff, parents, visitors and students the Receptionist should reflect the Christian values of the Schools.

1. Answer incoming phone calls in a professional and polite manner and action calls as appropriate ie take and distribute messages.
2. Convey information between the school, students and parents in the form of flyers, SMS, emails, mail outs etc in a timely fashion.
3. Meet and greet visitors to the College ensuring all visitors sign in and out of the Visitors Book and wear the appropriate Visitors Badge.
4. Keep Reception area tidy and well presented at all times.
5. Print out casual sheet on a daily basis and ensure casuals sign in and out of the Casuals Book
6. Maintain WWCC verification for parents and public contacts in Edumate.
7. Initiate calls to parents when necessary and action the outcome of all calls as required.
8. Coordinate and manage the Event and Room/Resources calendar in Edumate.
9. Receipt payments and maintain an accurate banking ledger.
10. Liaise with bus companies.
11. Administer basic first aid and when necessary call the ambulance, parents and the College Executive.
12. Order adequate first aid supplies and stationery as required.
13. Print booklets, certificates, reports, brochures and notes and distribute as required.
14. Prepare enrolment folders, information packs, employment packs and similar as required by the Development Office.
15. Assist Registrar with the enrolment process; process Application for Enrolment forms, Administration Fees and Security Bonds.
16. Print and distribute newsletters.
17. Set up and prepare the Boardroom for meetings as required. Clean and tidy the Boardroom once meetings have concluded.
18. Assist to maintain a suitable level of presentation of the Administration Office.
19. Provide back up for Student Services as required.
20. Provide administrative support to the Head of School, EA to the Executive Principal and Development Office as required.
21. Manage the student and business filing system.
22. Distribute mail to staff.
23. Prepare exit paperwork for leaving students for the Development Office.
24. Perform other tasks like binding and laminating.
25. Ensure keys are signed in and out of the Key Register by contractors.
26. Ensure the Administration dishwasher is packed and turned on at the end of each day and the kitchen area is tidy.
27. Other duties as required by the Business Manager.

Involvement in the Life of the School
This will involve:
1. Attendance to Staff Devotions
2. Attendance at other staff meetings and committee meetings when required.
3. Complete the Focus on Faith on line course.

Key Selection Criteria
1. Supportive of the Christian ethos and independent nature of Nowra Anglican College within the context of the vision, mission and values of the Sydney Anglican Schools Corporation.
2. Demonstrated experience and efficiency in reception and general office procedures.
3. Excellent communication skills, both written and verbal.
4. Strong interpersonal skills.
5. Demonstrated initiative and flexibility.
6. Demonstrated ability to:
   a. Retain highly confidential information with discretion
   b. Work under pressure
   c. Set priorities and meet deadlines
   d. Solve problems creatively
   e. Liaise creatively with a diverse teaching and support staff

Workplace Health & Safety
The Receptionist will comply with all relevant policies and procedures relating to Workplace Health & Safety and report all hazards and unsafe workplace practises to the Health & Safety Committee.

Working With Children
The Receptionist will have Working With Children Check clearance and
<table>
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<th>Check</th>
<th>comply with all relevant policies relating to Working with Children.</th>
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| Qualifications & Experience | The Receptionist will hold qualifications and/or experience in Administration and/or Reception duties.  
  • At least 5 years experience in administration and/or reception in an educational environment (or equivalent).  
  • Well-developed computer skills in Word, Excel, Power Point, Publisher and Outlook.  
  • First Aid certificate is mandatory. |
| Appraisal | All members of staff will take part in the School’s appraisal system which has at its core the aim to assist staff to develop their skills and abilities. |
| Name of Position Holder |  |
| Signature |  |
| Date |  |
| Executive Principal |  |
| Signature |  |
| Date |  |