



ADMINISTRATION ASSISTANT - RECEPTION

Duties and Responsibilities Statement

POSITION TITLE	Administration Assistant
AREA	Reception
REPORTS TO	Business Manager through Office Coordinator

PREAMBLE

The Principal is the Chief Executive Officer of our School and is responsible to the School Council for the effective and efficient operation of our School. He is responsible for all staff appointments. The Principal delegates to other persons, aspects of his responsibility regarding the day-to-day supervision of staff, the administration of curriculum and the management of students, staff and parent services.

The Mission Statement of our School is to provide an education which, secure in the traditions of our past and our Christian belief, opens students' minds to the rich diversity of the world in which they live and challenges them to be curious and explore everything they find with integrity and compassion. We will do this in an engaging, relational environment which nurtures self-expression and self-worth while promoting the uniqueness of each student.

CHILD SAFETY STATEMENT AND REQUIREMENTS

John Septimus Roe Anglican Community School (JSRACS) is committed to the safety and wellbeing of all children and young people. JSRACS has zero tolerance for child abuse.

Every person employed at JSRACS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees will be required to sign a Staff Code of Conduct which articulates their role and responsibility as a staff member; to keep all children safe.

All teaching staff will be required to be registered with the Teacher Registration Board of Western Australia (TRBWA) and maintain their registration throughout their tenure; and be a current and ongoing holder of a Working with Children Check.

All non-teaching staff will be required to provide a Nationally Coordinated Criminal History Check (NCCHC), renewed every three years and be a current and ongoing holder of a Working with Children Check.

THE ROLE

The Administration Assistant working in our Reception area is the first point of contact for the School and is responsible for providing a high level of customer service by welcoming visitors and assisting them with their enquiry in a friendly and professional manner or directing them to the appropriate school staff. The Administration Assistant will also be responsible for allocated administrative tasks.

This is a full time role during school term time, working 7.5 hours per day, Monday to Friday.

SPECIFIC RESPONSIBILITIES

- General reception duties, including welcoming and providing assistance to students, parents, staff and visitors or redirecting as appropriate.
- Keeping the Reception area in a tidy and presentable manner at all times.
- Operating the main telephone switchboard to receive and direct incoming calls.

- Maintaining the staff telephone list and visitor sign in Database.
- Processing outgoing mail through franking machine.
- Assisting with the internal mail run when required.
- Receipting of family and general ledger payments, including end of day reconciliation and banking preparation.
- Organising couriers as required.
- Under the direction of the Enrolments Officer, assisting prospective parents with enrolment enquiries, ensuring they are provided with the relevant documentation.
- Assisting with processing enrolment applications, including keeping the waitlist database current.
- Data entry and typing as required.
- Ensuring all information that is retained at Reception is current and updated as required.
- Office stationery stock control.
- Managing Reception Meeting Room bookings.
- Ordering and issuing Student ID cards, updating and maintaining the online bus ticketing platform.
- Recommending improvement of processes for efficiency and quality of outcomes.
- Other administration duties as required.
- Undertake other duties as required and directed by the Principal or Principal's delegate.

EXPERIENCE/SKILLS

- Previous experience in reception and administration duties
- Excellent communication skills both verbal and written
- Proficiency in the use of Microsoft software programmes
- Experience working with SEQTA and Synergetic (preferred, not essential)
- Ability to prioritise work tasks
- A friendly and helpful disposition
- Up to date COVID-19 Vaccinations

GENERAL REQUIREMENTS

The School strives for excellent standards in all areas and each staff member is required to:

- Maintain confidentiality at all times.
- Work cooperatively with all staff members.
- Dress appropriately as an independent school staff member, in accordance with school policy.
- Be aware of and comply with the School's Code of Conduct and other policies and procedure relevant to the role.
- Apply Occupational Health and Safety requirements in the workplace
- Ensure staff are provided with information relevant to them.
- Maintain, update and create new procedures as required.

ACKNOWLEDGEMENT

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Principal's Signature

Date

ADMINISTRATION ASSISTANT

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.

Name

Signature

Date