



Receptionist – Front Office

Education Support Officer

The teaching, learning and support which occurs within our school takes place within the context of our Vision Statement.

***“Kildare College, a Kildare Ministries school in the Brigidine tradition,
is a student-centred learning community for girls,
seeking to live out the message of Jesus Christ and the Gospels”.***

Central to the existence of our school is our Brigidine nature. In a Kildare Ministries school we will:

Be faithful

to our Catholic heritage

Welcome

all people, especially the most vulnerable

Celebrate

all that is good with joy and gratitude

Engender

a love of learning, hope and a sense of purpose

Image and practise

justice and service

POSITION INFORMATION DOCUMENT

Name	<input type="text"/>			
Position Title	Receptionist – Front Office			
Stream	Administration			
Grade	<input type="text" value="3"/>	Year	<input type="text" value="1"/>	
Employment Category	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Casual	
Commencement Date	<input type="text" value="15 January 2018"/>	Concluding date:	<input type="text"/>	
Hours worked per week	<input type="text" value="37.5 (8.15am-4.15pm)"/>		Weeks worked per year	<input type="text" value="42"/>

REPORTING RELATIONSHIP

- Reports directly to the Business Manager.
- Integral member of the Office Admin Team.

ANY SPECIAL CONDITIONS Not applicable

PERSON SPECIFICATIONS

- Ability to develop effective working relationships with a range of people.
- Ability to communicate clearly with staff, students, parents and the general public.
- Ability to maintain confidential information in relation to students and families.

DESCRIPTION OF POSITION

General Criteria

Education Support Officer Grade 3 Administration

Refer to : Appendix K SACS Enterprise Agreement 2017

DUTY STATEMENT

KEY RESPONSIBILITIES & DUTIES

- Responsible for answering phones and passing on phone messages (generally via email) and dealing with parents' and visitors' enquiries.
- Assist with photocopying for staff and occasional photocopying for students
- Responsible for monitoring all goods delivered to the College
- Responsible for distribution of faxes
- Receiving, sorting, distributing incoming mail. Franking and posting outgoing mail.
- Responsible for monitoring all photocopiers, including service and supplies and other office equipment

- Coordinating and procuring transport for excursions and intercampus runs including external clients
- Maintaining Senior First Aid certificate - Backup to Student Receptionist
- Assisting in the administration of first aid to staff
- Accessing and assisting in the maintenance of Family Records both manually and electronically
- Be responsible for maintaining the efficient functioning of the front office area and the various duties involved, including receipting of fee payments and various other receipts.
- Share responsibility for receiving all visitors, parents, staff and students and addressing their particular needs in an efficient and welcoming manner
- Share responsibility for operating the school telephone system in an efficient and welcoming manner
- Assist the Student Receptionist with the recording of student absentees
- Assisting with Student Reception duties as required
- Assist with collating/enveloping fee accounts, student reports and other as required
- Assist with typing of letters and other duties for members of the Leadership Team.
- Printing and collating College Prospectus
- Processing Catholic Police Clearance, monitoring their compliance and input records onto Preceda
- Prepare excursion forms and information in readiness for teachers, including :
 - Initiate the Excursion Planning Form
 - Provide a student list detailing any student medical alert
 - Preparation and collation of permission slips and medical information forms
 - Assist with the completion of an Excursion Risk Assessment
 - Broadcast excursion details via staff email and morning notices
- Responsible for purchase orders
- Backup preparation of College Newsletter.

WORK HEALTH & SAFETY RESPONSIBILITIES

Workers

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference:

Division 4, Section 27 and 28 WHS Act 2012

SPECIFIC REQUIREMENTS

- The following documents are required prior to commencement of the position:
 - Senior First Aid Certificate
 - Approved Mandatory Notification Training
 - Police Clearance to work in Catholic Education SA
- Perform any other duties as required from time to time by the Principal

PERFORMANCE REVIEW

- The employee must undertake performance review on an bi-annual basis
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

Signed _____
(Employee)

Date _____

Signed _____
(Principal)

Date _____

Date Reviewed: January 2019