



*Student Services Administration Assistant /
Receptionist*
Position Description
(4 days per week)

Job Title: Student Services Administration Assistant / Receptionist
Reporting To: Business Manager
Performance Review Period: 6 months

Purpose of the position

The primary role of the Student Services Administration Assistant is to provide support and communicate to staff, students and parents of the College community. A major responsibility will be the oversight of the Sick Bay. This role will cover Reception one day per week, and also 'back up' Reception on the other three days.

Working in the College Office, the Administration Assistant must be friendly, welcoming, well presented, happy, and possess excellent communication and administration skills.

The College Office is an extremely busy area and the Administration Assistant needs to be able to keep calm, multi-task and be prepared to be constantly interrupted throughout the day.

This is a 'job-share' role with a need to be flexible to back up and cover colleagues when sick or at busy times of the year.

Responsibilities

Sick Bay and Medical Records *

- Provide first aid assistance and care to students and staff attending sick bay
- Issue first aid kits for excursions, camps and sport activities
- Maintain up to date stocks of medical supplies for sick bay and first aid kits
- Keep sick bay clean and tidy, including arranging laundry
- Maintain current medical information for all students
- Provide staff with current records of student medical conditions and family contact details
- Coordinate immunisation and nursing visits with local council and Daily Organiser
- Anaphylactic staff training
- Coordination of student's immunisations

Student Services *

- Monitor student attendance by:
 - Following up roll marking
 - Processing absences
 - Issuing late passes
 - Sending text messages to parents advising of student absences
 - Following up unexplained absences
 - Preparing government required student attendance reports
- Maintain Care Monkey database
- All excursion and camp documentation (including book buses for excursions, camps and events)
- Deal with lost property that is received
- Keep 'Casual Relief Teachers (CRT) Folders' up-to-date
- Manage the collection and storage of 'Digital' & 'Data Collection' Forms

Reception Back Up *

- Greet and respond to enquiries from visitors, parents, students and staff
- Answer all incoming telephone calls for the purpose of:
 - Screening calls
 - Transferring calls
 - Responding to enquiries and/or taking messages and follow up
 - Respond to emergency calls; notifying appropriate people to address immediate safety issues.
- Keep reception clean and tidy, including watering plants, updating notice boards, maintaining College literature on display and minor cleaning as appropriate

Receptionist (1 day per week)

- First response for all visitors entering reception
- Collection and Management of 'Working With Children Check Cards' and 'Child Safety Declarations' of Parents and Staff
- Keep family contact details up-to-date
- All correspondence and notices within the College (excluding excursions/camps)
- Management of 'Passtab: Visitor Sign-in'
- Keep information displayed in reception up-to-date
- Coordination of staff pigeon holes and phone extensions
- Collecting and distribution of daily mail
- All 'Reception Back Up' tasks above
- Administration Assistant Back Up

* tasks for Student Administration Assistant – 3 days per week

Other Tasks/Responsibilities

- Provide support to finance and other administration staff as required
- Attend and participate in staff devotions
- Attend out of school hours events as required
- Other duties requested by the Principal and / or the Business Manager

Key Selection Criteria

- Passionate about Christian Education
- Welcoming and bright telephone manner
- Caring and concern for students' wellbeing
- Excellent computer skills – including intermediate to advanced knowledge of Microsoft Office applications
- Ability to relate to parents, students, staff and members of the general public in a professional yet friendly manner
- Ability to remain calm and think clearly under pressure
- Experience in a similar, or customer service role
- Ability to prioritise work schedule and meet agreed deadlines
- A team player
- Hold a current First Aid Certificate and/or preparedness to obtain high level qualifications
- Satisfactory Working With Children Check and National Police Records check

Personal Characteristics

- Adherence to and acceptance of the College's Statement of Faith, Mission and purpose
- Able to model Christ in all aspects of work and in relationships within the College community
- Professional presentation
- Excellent written and verbal communication skills
- Ability to work independently and as an effective team member
- Readily adjusts to changes in the work environment
- Attention to detail
- Reliable and able to maintain confidentiality and monitor level of disclosure on sensitive matters
- Willingness to help.

Employment Conditions

- Part time role, 4 days per week, working school term time plus additional time as required
- Working Monday, Tuesday, Wednesday and Friday

- To commence as soon as available
- Hours of work
 - Student Administration Assistant - 8:15am to 3:45pm
 - Receptionist – 8:00am – 4:00pm
(including 30 minute unpaid lunch break)
- Salary would be commensurate with skills and experience
- All staff are required to be aware of and adhere to all College policies. St Andrews Christian College is committed to ensuring that every member of the College community is aware of our *Child Safety* policy and standards, and that we have a zero tolerance of child abuse in any form.

February 2018