



St Paul's Grammar School

Working @ St Paul's – Receptionist and General Administration

St Paul's Grammar School is a co-educational, Pre-Kindergarten to Year 12, interdenominational Christian school. As an International Baccalaureate World School, our aim is to present a world-class education, preserving the best of traditional methodology whilst harnessing the best in cutting edge contemporary practice. In doing so, we also seek to present, with integrity, the teachings and values of the Christian faith.

POSITION SUMMARY	
POSITION TITLE:	Receptionist and General Administration (Casual)
DEPARTMENT:	Administration
REPORTS TO:	Executive Assistant to the Principal
AWARD / AGREEMENT	Independent Schools NSW (Support and Operational Staff) MultiEnterprise Agreement 2017
STATUS:	Casual
CLASSIFICATION:	According to MEA
OTHER ALLOWANCES:	Nil
SPECIAL CONDITIONS:	Supportive of the School's Christian aims and ethos. Some flexible hours in order to attend events or to complete relevant duties.
PURPOSE STATEMENT:	The purpose of the HS Receptionist role is to be the public face of the School, and to support the work of the Directors in fulfilling their strategic functions. It is also to support the School in enhancing a range of relationships with key stakeholders, throughout the St Paul's community, through a high quality customer service experience.
KEY RESPONSIBILITIES	
<ul style="list-style-type: none">Actively support, and live out the school's Declaration of Faith, Strategic Plan, Mission Statement and IB Philosophy.Cheerfully and proficiently greet visitors from all areas of the community and facilitate resolution of any queries.Answer incoming telephone calls and/or enquiries in a timely fashion; transferring calls to appropriate area, take messages.Maintain a welcoming, clean reception area, fostering a warm and professional environment for all visitors/ customers.Perform allocated administrative tasks, as required by EA. to the Principal, and Senior ExecutiveEngage professionally with colleagues, parents/carers and the community.Encourage and promote engagement with the wider community.	
ESSENTIAL SKILLS / QUALIFICATIONS:	
<ul style="list-style-type: none">Intermediate level IT skills and competence; specifically in Microsoft Office & Lync, and Synergetic (or competence with a workplace Database system).Demonstrated, high-level oral and written communication skills.Attention to detail and high-level organisational ability including the ability to work to deadlines.Excellent communication skills – written and oralProven ability to work as a constructive member of a team with a professional, courteous manner.Current Working With Children Check (WWCC)	
DESIRABLE SKILLS / QUALIFICATIONS:	
<ul style="list-style-type: none">Experience working in a school environmentCurrent First Aid Certificate, including CPR.	



PROFESSIONAL CONDUCT:

- Fulfil all requirements of the St Paul's Staff Code of Conduct.
- Undertake all duties with loyalty, enthusiasm, diligence and the highest standards of professionalism.
- Pursue and encourage excellence in all areas of school life.
- Adhere to school policies; including: Student Welfare, Child Protection, WHS, Assessment and Reporting and Copyright Regulations.
- Maintain confidentiality regarding all school related issues.
- Communicate with staff, students and parents in a professional and timely manner (within 48 hours).
- Demonstrate a willingness to work positively and collaboratively within a team as well as having the ability to work independently.
- Demonstrate effective communication and conflict resolution skills.
- Professionally serve all members of the school community - including students, parents and staff.
- Represent the best interests of the school at all times.

WORK HEALTH AND SAFETY:

- Comply with WHS requirements to ensure a safe working environment.
- Comply with WH&S requirements (specifically Section 36 of the Workplace Health & Safety Act) to ensure a safe working environment.
- Current knowledge and active application of school policies and procedures including copyright regulations.
- Demonstrate knowledge of risk management; ability to apply due diligence with regard to the reporting of hazards and incidents.
- Administer First Aid on occasion, as required.

SUPPORTING THE SCHOOL'S CHRISTIAN MISSION:

- Actively support, and live out the school's Declaration of Faith, Strategic Plan and Mission Statement.
- Reflect an integrated model of Christian teaching and or service to all aspects of school life.
- Promote in students a strong commitment to serve others.

OTHER DUTIES:

- Encourage and promote engagement with the wider community, through active participation in the co-curricular life of the school.

Given the dynamic environment in which the school operates, the Principal may alter the roles and responsibilities of this position at his discretion in order to most effectively serve the needs of the school.

I have read, understand and agree to undertake the responsibilities and requirements as detailed in this position description.

Name:

Signature:

