RECEPTIONIST/ATTENDANCE OFFICER

POSITION INFORMATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Receptionist/Attendance Officer</th>
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<tbody>
<tr>
<td>Responsible for</td>
<td>Responsibility for the Reception area and student attendance</td>
</tr>
<tr>
<td>Classification</td>
<td>SSO Band 2, 0.6 fte 41 weeks per year</td>
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<tr>
<td>Line Manager</td>
<td>Business Manager</td>
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<tr>
<td>Date of Commencement</td>
<td>2 May, 2016</td>
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<tr>
<td>Reporting to</td>
<td>Customer Service Team Leader</td>
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<tr>
<td>Tenure</td>
<td>To the end of the 2016 school year</td>
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<tr>
<td>Appointment</td>
<td>Contract for 2016, with possible extension.</td>
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GENERAL POSITION DESCRIPTION
The Receptionist will take responsibility for the Front Office Reception area and for the management of student attendance. You will also assist with general administration for the school as directed. You will work in conjunction with the Student Support Officer – First Aid.

JOB AND PERSON SPECIFICATIONS

Reception
- Be the first point of contact for all parents and visitors to the school.
- Answer incoming internal and external telephone calls and redirect as appropriate.
- Redirect or respond to all email correspondence received through Reception.
- Take responsibility for collection and distribution of incoming mail and postage of outgoing mail.
- Respond to requests for information from visitors, staff and parents.
- Manage all deliveries to the school.
- Maintain photocopier/s.
- Make PA announcements as requested.

Student Attendance
- Record daily absentees on Seqta.
- Liaise with class and care group teachers regarding absentees.
- Run the daily absentee report.

Administration support duties
- Compile prospectuses and handbooks.
- Assist with mail outs.
- Assist with all general administration tasks as required in the Front Office.

First Aid
- Assist the Student Support Officer – First Aid in the administration of appropriate first aid to students, staff and other visitors on campus when required.
Personal Attributes

- Accuracy and attention to detail.
- Effective communication with students, parents and staff.
- A commitment to working in a team.
- Calm, pleasant personality.
- Patience and understanding with young children.

KEY SELECTION CRITERIA

- Experience working in a fast paced, busy office.
- Ability to work cooperatively in a team environment.
- Strong organisational skills.
- Contribute to the ethos of a Christian School.
- Customer focus.
- Sound communication skills, both verbal and written.

Essential Elements

- A vibrant and active Christian faith.
- Experience with the Office suite (Word, Excel, Powerpoint, Publisher).
- Experience with email, preferably Outlook.
- Experience with PC School and/or Seqta an advantage.
- Senior First Aid Certificate (or above) and experience applying first aid.
- Police Check.
- Mandatory Reporting Certificate.
- Current driver’s licence.