

GEELONG BAPTIST COLLEGE

ROLE DESCRIPTION

RECEPTIONIST, STUDENT ADMINISTRATION



REPORTING TO: Principals, Office Manager

JOB OVERVIEW

The candidate contributes to the provision of high quality administration in a professional and efficient manner, which will reflect the mission, vision and values of Geelong Baptist College. The successful candidate will support the objective of delivering effective administrative support and encouraging a supportive and inclusive working environment.

GENERAL RESPONSIBILITIES

Receptionist

1. Provide first point of contact for the Front Office (Administration) of the College. Including:
 - Assisting visitors to the College.
 - Managing the College telephone switchboard.
 - Managing the College email.
2. Maintain and ensure a neat and well organised front office space that is friendly and effective.
3. Provide general administrative support duties to visitors, parents, staff and students (answering queries, filing, photocopying, creating documents).
4. Maintain electronic calendars, including making appointments for Principals and other College staff.
5. Maintain office stationery supplies.
6. Create College newsletters and distribute to the College community.
7. Ensure that published material (electronic or other) complies with College guidelines and standardised format, before being disseminated into the community.
8. Collaborate with the College promotional and marketing team.
9. First Aid Officer including maintaining Level 2 First Aid accreditation.
10. Anaphylaxis Facilitator including presenting updates to College staff.
11. Maintain a current Working with Children Check and complete annual requirements required for complying with the College's Child Safe Standards.
12. Provide assistance in receipting monies when required.
13. Refer any issues or concerns related to front office duties to the Principals and Office Manager.
14. Other administration tasks as required and directed by Principals and Office Manager.

Student Administration

1. Maintain student records.
2. Maintain student attendance and contact parents to follow up on student absences.
3. Manage internal student mail folders.
4. Maintain student discipline database.
5. Maintain student excursion register.
6. Process bus travel messages.
7. Provide first aid.
8. Manage student medical database.
9. Administer student medications.
10. Manage NAPLAN data collection and database.
11. Provide support to the Principals as an administrator during the NAPLAN test period.
12. Provide assistance with collation of data for the Annual College Report.
13. Manage the College's annual photograph day.
14. Manage distribution of school reports.
15. Provide administration support for award ceremonies and presentation evenings, including creating awards.
16. Refer any issues or concerns related to student administration duties to the Principals and Office Manager.
17. Participate in a range of duties beyond the office. These may include but are not limited to, participation in relevant meetings and professional development activities.
18. Some duties may need to be performed at times other than during the school day, including weekends.
Duties may be varied in accordance with the College's requirements.

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE

1. Works in and supports the Christian ethos of the College
2. Reflects on authority / influence and understands how these can be used in a spirit of service and stewardship
3. Uses professional learning to lead change, development and school improvement
4. Coordinates and monitors the work of teams and committees, and their need for resources or skills to ensure steady progress towards outcomes
5. Communicates a strong passion for the role and promotes an office environment that is positive, promotes high expectations, is hope-filled and conducive to workplace contentment
6. Establishes processes to regularly evaluate structures, policies and procedures
7. Facilitates the development of and adherence to school policies that clarify expectations and boundaries
8. Takes initiative to ensure that the administration office area is functional, clean, safe, attractive and well maintained
9. Utilises excellent organisational and administrative skills: (attention to detail, multi tasks, flexible, uses time effectively, meets agreed deadlines)
10. Acts with integrity, honesty, discretion, confidentiality and trust
11. Provides inspirational input, including supporting and guiding administrative staff
12. Acts decisively with awareness of the implications and consequences of decisions for others
13. Demonstrates enthusiasm, dedication, creativity, motivation, autonomy, initiative, flexibility, optimism and empathy
14. Relates well to children, parents and other employees
15. Recognises the need to be discreet and prudent when necessary
16. Respects and maintains confidentiality as necessary
17. Demonstrates a high level of organisational skills, managing time and priorities
18. Seeks and uses feedback
19. Accepts own personal gifts, strengths and limitations and continues to learn from a range of experiences

KEY SELECTION CRITERIA

In a maximum of two pages please address the Key Selection Criteria below.	
KSC 1	High level communication skills (both written and verbal) and the ability to build rapport and adapt skills according to the College community.
KSC 2	Ability to provide high quality customer service to internal and external stakeholders.
KSC 3	Excellent time management and organisational skills.
KSC 4	Demonstrate experience and knowledge in Microsoft Office and Adobe products.
KSC 5	Demonstrate competency in entering information into databases.
KSC 6	Demonstrate ability to contribute to positive workplace culture and practices.
KSC 7	Current Working with Children Check is mandatory. Willingness to comply with professional governance requirements within the College. eg. Child safe standards, mandatory reporting.