

Receptionist

Temporary role to cover leave

Position Description

As the School's current Receptionist will be taking long service leave, the School is seeking an experienced administration and reception staff member to provide additional supporting cover for their position whilst they are on leave.

The position would assist in managing the front office in a professional and courteous manner and providing administrative support as required to all Fahan School Staff.

Reports to: Business Manager

Type: Position covers leave on a Fixed Term (offered currently as 4 months or Casual) Part Time 38 hours during School Term Times

Supervises: Nil

Internal Liaisons: Teaching Staff, Non-Teaching Staff, Students

External Liaisons: Parents, Contractors, Suppliers, Visitors

Level of Responsibility: Limited Supervision

The Receptionist will be responsible and accountable for their own work and exercise discretion and initiative in the organisation of work which is performed within established guidelines and operating budget. The Receptionist is subject to limited supervision.

Position Overview and Attributes:

To provide efficient and timely administration support to the Fahan School Staff Team.

Primary Responsibilities:

1. Manage the Reception and Front Office Area:

- To provide professional and courteous receptionist and front counter service to all Fahan internal and external clients.

- All visitors are promptly attended to and referred to an appropriate Fahan School staff member.
- All visitors sign in and out via visitor's register before proceeding on site including ensuring Working with Vulnerable Persons Registration where required.
- Ensuring visitor passes are issued to all visitors.
- Respond promptly and professionally to all incoming telephone calls, referring them to the appropriate persons, if necessary, taking messages for follow up and action by appropriate persons.

2. **Provide General Administrative and clerical support to Management and teaching staff.**

- Collate and prepare daily reports to the Principal on student absences including students studying under the co-operating schools arrangement. Follow up on unreported absences with teachers and/or parents as necessary.
- Prepare and release School notices.
- Assist with the organisation and distribution of exam papers and teaching materials including NAPLAN.
- Assist with Speech Night planning and ticketing.
- Support and administration for prescribed immunisation programs undertaken by specialist providers.
- Provide word processing, photocopying and laminating assistance as and when required.
- Collate, process and distribute all incoming and outgoing mail.
- Maintain filing and record keeping for the School.
- Receipt and account for payments made to the School in accordance with School financial policy and procedure.
- Act as a liaison and co-ordinator for Bus Drivers and School excursion vehicle bookings, ensuring most cost-effective options. Create, supply and sell the School's bus passes.
- Assist in the preparation of management reports and internal cost information.
- Manage and maintain up to date key register for Fahan School keys, ensuring all keys are signed when issued and returned.
- Manage annual renewals of the School's tennis club membership.
- Ensure all valuable assets, including cash, equipment and property are accounted for and secured during and after business hours. Manage property that is to be loaned in and outside of the School.
- Other Administration duties as required to support the efficient functioning of School operations.

Workplace Health and Safety

- Comply with the requirements of the Tasmanian Workplace Health and Safety legislation and Fahan School Workplace Health and Safety policies and procedures.
- Provide risk management information as requested, and of their own initiative, to the best of the employee's experience and knowledge.
- Make risk prevention a priority whilst undertaking daily tasks in the School's operations.
- Perform duties in a manner which is without an unacceptable level of risk to your own health and safety, other employees, students or the community in general.
- Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected.
- Assist in the supervision of students in the Sick Room awaiting collection by Parents or return to class.

Code of Conduct

- Abide by Fahan School's Code of Conduct in the performance of their duties.
- Exercise discretion and maintain the confidence of the Fahan School community concerning the activities of the School.

Essential Requirements

- Satisfy the requirements of a National police check before taking up the appointment and hold a valid Registration for Working with Vulnerable Persons.
- Permanent Australian Residency

Desirable Requirements

- First Aid Certificate
- Drivers Licence

Selection Requirements

1. Proven interpersonal skills with qualities of maturity and judgement and ability to manage and direct enquiries from parents, students, teachers in a professional and courteous manner.
2. High level organisational skills in the management of the receptionist Office including the ability to work effectively and flexibly, set priorities and manage variable workloads.
3. Demonstrated experience in computer-based applications, particularly word processing, spreadsheets and databases.
4. Personal skills of initiative, innovation and self-motivation.

Remuneration: In accordance with the Fahan Award.

DETAILS REQUIRED OF APPLICANTS FOR THE POSITION

The applicant is asked to provide the following information:

1. A Letter of Application addressing the selection requirements.
2. A Resume containing:
 - Academic and professional qualifications.
 - Current and previous employment details.
 - Names, addresses and telephone numbers of three (3) confidential referees and any testimonials.
3. Any other information you feel would enhance your application.
4. Applications close 4:00pm Wednesday 3 July and should be addressed to:

The Principal, Mr Tony Freeman
by email to employment@fahan.tas.edu.au