



Perth Waldorf School invites applications for a

## **High School Administration Receptionist (7.5 hours per week)**

This is an important front-of-house role, serving as a welcoming first point of contact for High School students, families, staff and visitors, while supporting the school's day-to-day administrative functions.

The position is **7.5 hours per week**, working **Monday and Tuesday mornings from 8:15 am to 12:00 pm**.

Perth Waldorf School teaches students from Kindergarten to Class 12, guided by the educational principles of Rudolf Steiner. The Steiner curriculum is holistic, creative and developmentally informed, supporting young people at each stage of growth. We strive to create an environment in which young people can grow academically, socially and personally.

The Receptionist plays a key role in fostering the warm, welcoming, human-focused culture central to our school. As this role involves regular interaction with our High School students, we are seeking someone who genuinely enjoys working with teenagers and can build positive, respectful, and supportive relationships with them.

### **Key Responsibilities**

- Welcoming High School students, families, staff and visitors in a warm and professional manner.
- Answering and directing telephone enquiries.
- Recording and maintaining student attendance information.
- Assisting with student sign-in and sign-out procedures.
- Providing administrative support to staff as required.
- Assisting with filing, data entry and general office administration.
- Supporting the smooth and efficient operation of the school office.

### **About You**

The successful applicant will:

- Be well organised
- Be kind, approachable and personable, with a genuine enjoyment of working with teenagers.
- Be confident using Microsoft Office and administrative software.
- Maintain confidentiality and professionalism at all times.
- Enjoy working in a busy school environment and interacting with students, families and staff.

- Be able to work collaboratively as part of a team.
- Value positive relationships and contributing to a strong school community.

### **Desirable**

- Previous reception, customer service or administrative experience.
- Experience working in a school or educational setting.
- Familiarity with student management systems and attendance processes.

This is an opportunity to join a vibrant and supportive school community and contribute to the daily life of Perth Waldorf School High School.

For clarification or discussion about the position, please contact the Head of High School, Donna Kerr, via the school reception on 9417-3638.

Applications should include:

- A cover letter
- A current CV
- Email addresses of at least 2 referees

Applicants must hold a valid Working with Children Check (or be willing to obtain one) and have Australian residency or a valid visa with work rights in Australia (No opportunity for sponsorship).

Applications can be emailed to: [employment@pws.wa.edu.au](mailto:employment@pws.wa.edu.au)

**Applications close: Thursday 16 July**

**The school reserves the right to fill the position prior to the closing date or to re-advertise.**