



POSITION DESCRIPTION

Job Title:	College Receptionist
Level:	1.3, HillSide Administration Pay Scale
Award:	Educational Services (Schools) General Staff Award [MA000076], Grade 1
Reports to:	Office Manager, Leigh Orchard
Job Purpose:	Efficient and effective operation of the College's front desk and customer service, including first impressions, face-to-face liaison with customers, first aid, school switchboard and general reception duties. This person will also provide general administration support in the office as delegated. The candidate will be an ambassador for Christ, sharing the gospel with the school community through practical service and positive interpersonal skills.

Key Responsibilities

- To communicate the love of Jesus to the school community through positive engagement and professional excellence. The candidate will be a vibrant practising Christian who can discuss, share and demonstrate Christian virtues and practice.
- To be responsible for the signing-in of visitors to the College, and to communicate with courtesy and clarity to all staff, students, parents and carers, visitors, outside agencies and the wider community, including answering the telephone and face-to-face engagement.
- Operation of office equipment.
- Input information into database (e.g. SEQTA) and/or spread sheets, extract information as needed and directed.
- To assist with the effective provision of general school services through the operation of efficient clerical assistance.
- Assist with pupil welfare matters, including contacting parents and staff, including first aid and medical records.
- To liaise with and answer standard enquiries by telephone, electronic communications, or in person from parents/students /superordinate/community members/other employees, giving and resolving non-complex queries within areas of responsibility. Referral of other queries correctly to authorised persons.
- Produce a range of documents from a variety of sources, using various software packages (e.g. Office 365, Canva, SEQTA) and take notes of meetings if required.
- Maintain manual and computerised records after familiarisation with filing systems in accordance with file location, including the College diary.
- Provide clerical support, including photocopying, filing and emailing.
- To fully understand all aspects of College database operation to ensure its efficient and effective use within the school.
- Carry out administrative tasks, processing work and equipment order, maintaining and collating student records.
- Be prepared to undertake professional development and training including whole College training, including all Christian training, worship, prayer and retreats.
- Undertake any other clerical duties which may reasonably be regarded as within the nature of the duties and responsibilities matching the position.

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Personal Skills and Attributes

- Friendly, team-orientated person with excellent interpersonal skills.
- Faith that points to Jesus. Must enjoy Christian life and share it.
- Efficient worker with ability to plan, prioritise and complete tasks effectively.
- Good typing and general office skills, including filing, attention to detail, and problem solving.
- Possesses a strong work ethic, consistently performs duties well and goes the “extra mile” when required.
- The candidate should be able to engage easily with the public, using sound communication skills.
- The ideal candidate demonstrates loyalty and confidentiality, at all times.

Selection Criteria

1. Outline any experience you have had working within a school, Church or other relevant sector.
2. Give key examples regarding how you have engaged positively with the public using your interpersonal and communication skills, to provide quality service, within a similar context.
3. Using your previous experience, give examples to demonstrate how effectively you would perform the role as detailed in the Job Description Form. Please address this with detail, particularly in relation to confidentiality, organizational skills, and teamwork.
4. Discuss your experience using computers and list software applications with which you are familiar.

Eligibility

Prior to commencement, employees will need to meet the following essential compliance requirements:

- Hold or obtain a current Working with Children Check.
- Hold or obtain a satisfactory National Police Clearance.
- Hold a current Driver’s Licence (minimum ‘C’ class).
- Provide original Birth Certificate or Passport, or Visa Grant or VEVO document as relevant, demonstrating Australian citizenship, permanent residency, or unrestricted rights to work in Australia
- Provide a copy of any qualifications and certificates.
- Sign the College’s Code of Conduct (including Faith Statement) and the Employment Contract, or Casual Engagement Agreement.

Further Information

- For further job-related information please contact Mrs Leigh Orchard (Office Manager) through the College office on (08) 9453 2644 or email: humanresources@hillside.wa.edu.au

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HOW TO APPLY

Applicants should be able to demonstrate their personal faith in Jesus Christ as God and Saviour and be an active member of an evangelical Christian Church.

1. Provide a cover letter, discussing your experience and ability in relation to similar roles. Address the six Selection Criteria listed.
2. Include a brief statement of your Christian Faith, detailed CV and include contact details of a Pastor/Elder who may be contacted for a verbal reference. Written references are acceptable.
3. Attach one document demonstrating Australian citizenship, permanent residency, or unrestricted rights to work in Australia (eg Australian Birth Certificate or Passport, or Visa Grant).
4. Email your application to: humanresources@hillside.wa.edu.au

An email will be sent to you confirming the receipt of your application.

Interviews and referee checks will be integral to the selection of any candidate.

Please note: The College reserves the right to fill the position at its discretion and timing, and to withdraw the position if required. The position will only be filled by the College when a suitably qualified applicant is secured. The College also reserves the right to contact beyond the referee list provided by the candidate if deemed necessary in the appointment process to confirm application details and suitability for the role.

Assessment of applicants will commence as applications are received.