

POSITION DESCRIPTION: Reception and Office Administrator

Title	Reception and Office Administrator
Reporting to	<ul style="list-style-type: none"> • School Office Supervisor • Business Manager • Principal
Primary Objective	The ideal candidate will be able to exercise significant initiative, discretion and demonstrate expertise as the first point of call at Reception. The role will be expected to assist in the essential administration tasks for Alphington Grammar School across School Administration functions.
Key Internal Relationships	<ul style="list-style-type: none"> • Principal • Business Manager • Assistant Principals • Heads of Department • Heads of House • School Administrator/s • Staff
Key External Relationships	<ul style="list-style-type: none"> • Students and Parents • Key Suppliers/ Creditors • External stakeholders
Primary Responsibilities	<ul style="list-style-type: none"> • Provide administrative support as directed by the Office Supervisor. • Undertake receptionist duties providing courteous and professional front line service to students, parents, incoming callers and visitors by directing them accordingly, taking messages and assisting with the nature of their enquiry. • Manage school attendance systems, ensuring accurate records are maintained and absentees are followed up in a timely manner. • Manage work priorities taking into account overall work load of the functional areas. • Creation of the Weekly Notices using Vision6 (WordPress) • Ensure knowledge of student and staff movements in and out of the School. • Maintain cleanliness of the reception/front office area. • Provide First Aid care to students, staff and visitors during School Nurse's absence. • Distribution of correspondence to Parents and Student (Edsmart, Synergetic, Vision6) • General maintenance and operation of Synergetic and Schoolbox as required in the day to day running of The School • General School bus administration including maintaining Rollcall data and distribution of FOBS. • Assist the School Business Manager with financial administrative tasks.



	<ul style="list-style-type: none">• Processing school excursion forms including updating operational calendar and circulate relevant correspondences• Other tasks as directed by the Office Supervisor or, Senior Management.
Skills, Knowledge and Experience	<p><i>Selection Criteria Essential:</i></p> <ul style="list-style-type: none">• Well-developed English skills - ability to communicate effectively, both verbally and in writing.• Ability to manage multiple priorities and manage time effectively.• Ability to use initiative and be proactive.• Well-developed interpersonal skills.• Proven ability and accuracy with data entry• Ability to work cooperatively with others.• High level competency in the use of Microsoft Office (e.g. Outlook, Publisher, and Excel Word).• Experience working in a busy office environment.• Experience in producing in-house publications to a professional standard.• Knowledge of the independent school sector an advantage.
Desirables: (Training will be provided)	<ul style="list-style-type: none">• Working knowledge of Synergetic• Worked in a school or similar busy office environment.• Relevant three-year post-secondary qualification or equivalent on-the-job office experience considered relevant by the School.• Working knowledge of WordPress and InDesign• Working knowledge of EdSmart and RollCall
Employment Terms and Conditions	<ul style="list-style-type: none">• Employment is conditional upon the satisfactory completion of a Working with Children Check.
Tenure	Full time 7 weeks annual leave to be taken during school term holidays.

Statement of Commitment to Child Safety

The well-being and safety of all students is of central importance at Alphington Grammar School. Young people, including those of a linguistically or culturally diverse background, with a disability or who identify as aboriginal or Torres Strait islander, have the right to be physically and emotionally safe at all times. They have the right to be protected from all abuse and neglect. All employees of Alphington Grammar School are responsible for ensuring the Child Safe Policy is enforced and are required to sign the AGS Code of Conduct for Behaviour with Children and undertake training in this area as required. All applicants should be aware that the school conducts extensive background checks in accordance with our Child Safe Policy.

Staff Acknowledgement

I _____ have read the enclosed Position Description and understand the roles and responsibilities outlined within.

Signature: _____

Date: _____