

College Receptionist

loreto.vic.edu.au

Loreto College is a Catholic secondary school for girls in the tradition of Mary Ward with a current enrolment of 938 students.

Loreto College Ballarat was the first of the Loreto Schools in Australia, established by Mother Gonzaga Barry in 1875. It is our vision, as a Loreto school, to offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service. The five pillars of a Loreto education are those of *Freedom, Justice, Sincerity, Verity and Felicity*. Loreto College has its foundation in the gospel of Jesus Christ and is proud to be part of and contribute to the larger Catholic community. Religious affiliation is not a condition of employment; however, applicants must be aware of and in sympathy with, the College's religious aims as a Catholic school.

Loreto College Ballarat is an organisation committed to Child Protection and to the implementation of Child Safety Policies and Practices.

Position Summary

The Receptionist is the first point of contact for visitors. A member of the Office Administration Team, performing a key role, the Receptionist provides quality support for staff, to ensure effective and efficient functioning of operations at the College.

Position Objectives

- Provide a warm welcoming face of the school to students, staff, parents and members of the public.
- Liaise with all members of the school community and the general public maintaining a high degree of confidentiality.
- Represent the College in a professional and efficient manner.
- Provide the Administrative Team with a high degree of administrative competence and skill which includes word-processing, database management and mail merge as well as a familiarity with general office procedures.
- Work as a willing, supportive and productive member of the Administrative Team.

Position Key Responsibilities

All staff at Loreto College must ensure they are cognizant of Child Safety Policies and Procedures and the requirements of the Staff Code of Conduct.

Communication

- Communicate openly with the Business Manager and Principal, regarding all areas of responsibility so that work may be prioritised and tasks completed in a timely manner.

Reception

- Responsible for the efficient operation of all incoming calls.
- Answering, screening and transferring calls in a timely and professional manner.
- Provide outstanding service through reception of students, parents and members of the general public.
- Attend to general enquiries from staff and students.
- Distribution of incoming mail and outgoing mail.
- Receipt of deliveries (parcels) and notification to the staff recipient.
- Ensure visitors complete details within the visitor sign in system .

Administration and Finance

- Provide timely and accurate administrative support for teaching staff.
- Work as part of the administrative team in responding to a variety of tasks
- Receipt of money paid by families for fees, enrolments etc. using receipt books and EFTPOS machine.
- Liaise with the Finance Team on a regular basis regarding payments received.

General

- Maintain the public reception area to project a professional image to all visitors
- Assist in the preparation of materials for electronic and paper mail-outs to parents and students.
- Other duties as directed by the Principal and/or Business Manager.

Key Selection Criteria

Essential

1. Demonstrated knowledge of reception work.
2. High level communication, interpersonal and customer service skills, including the ability to relate to adolescents.
3. A demonstrated ability to work accurately and with close attention to detail.

4. Proven ability to work autonomously, as well as part of a team.
5. Demonstrated high level of skill with Microsoft Office Suite and the use of databases.
6. Ability to work under limited supervision, to prioritise own work and meet timelines.
7. A “can do” attitude, demonstrating initiative particularly when assessing own workload and willingness to provide assistance within the Administration Team.
8. Commitment to professional development and willingness to undertake training as required to further develop skills.
9. An awareness of and commitment to the College’s aims as a Catholic College.
10. A demonstrated commitment to the safety, wellbeing and inclusion of all children.
11. A current Working With Children Check and National Police Check or ability to obtain these upon appointment.

Desirable

1. Experience working within a school environment.
2. Current Level 2 First Aid Certificate.
3. Knowledge of the following are desirable; School Edge, SIMON, Parent Access Module (PAM)

Accountability

This role is responsible to the Principal through the Business Manager

Award & Conditions

Title	Receptionist
Classification	Education Support Employee Level ES2-2
	Category C (7 weeks leave) as per VCMEA (2018)
Time fraction	Part time 0.8FTE (hours 8.00am-4.00pm)
Employment status	Ongoing
Date	October 2021

Other information

Initially the position is located at 1600 Sturt Street, Ballarat 3350 with work at our second Campus as required.