

De La Salle College

Receptionists/Administration Officer

Position Description



Mission. De La Salle College is a Catholic boys' College based on the teachings of Jesus Christ in the tradition of St John Baptist de La Salle. We are committed to inspiring a life of faith, learning, leadership and service.

Vision. To be an outstanding school striving for excellence and innovative academic achievement in a supportive community to best prepare young men for our world. A Lasallian school offers a human and Christian education which enables our students to discover their potential and their mission in a community of faith. A Lasallian education prioritises service to the poor and marginalised and emphasises respect for all.

Values. At De La Salle College, we are committed to our faith, our educational community and our spirit of service and compassion. Our Lasallian charism guides, nurtures, challenges and encourages all our endeavours. We value our role in the international Lasallian network and strive for meaning, relevance and creativity to deliver a quality education for our young men in a 21st century environment.

Role Purpose

The Receptionist/Administration Officer is the first point of contact for the College responsible for welcoming all visitors and directing them as necessary.

As a member of a highly professional Administration Team the Receptionist/Administration Officer: reports to the Administration Services Manager.

Role Accountability

- **Climate of Excellence**
The Receptionist/Administration Officer supports the mission, vision and values of the College community and the College's Lasallian tradition, wherein respect is the foundation for all relationships, in the effective management of their duties.
- **Team Building**
The Receptionist/Administration Officer: must have the ability to work in a team environment to ensure effective and efficient administration services across both campuses of the College.
- **Administration and Organisation of the College**
The Receptionist/Administration Officer: will assist the Principal by;
 - Adhering to College Protocols and Procedures pertaining to areas of the Receptionist/Administration Officer responsibility.
 - Maintaining confidentiality and integrity of documentation and all matters relative to the College community.

Key Areas of Responsibility

In Respect to General Reception – the Receptionist/Administration Officer will assist the Principal by;

- Receive and redirect incoming calls and messages.
- Assist students at recess and lunchtime in locating staff.
- Attend to staff requests for administration assistance, e.g. student announcements, location of students and timetable information.
- Managing the despatch of incoming and outgoing mail.
- Attending to all visitors, students and deliveries.
- Receive deliveries and direct as required.
- Receive, redirect and/or transmit facsimiles on behalf of College staff.
- Update Daily Notices.
- Photocopying/printing and coordinating distribution of College documents as directed by the Administration Manager.

- Receive, process and receipt monies paid at Campus.
- Attend to Administration requests such as: running reports, mail merges and email broadcasts
- Attending to preparation of events paperwork for Years 10-12.

In respect to Student and Staff Attendance – the Receptionist/Administration Officer: will assist the Principal by providing back up support where required for the;

- Maintenance of Attendance records on a daily basis.
- Following up unexplained absences, including follow up with families when necessary.
- Updating data on Synergetic as directed by the Administration Manager.
- Providing Absentee reports and distributing as directed.

In respect to First Aid – the Receptionist/Administration Officer: will assist the Principal by;

- Attending to minor First Aid matters as well as unwell or injured students in the absence of the First Aid Officer, as required.
- Maintaining records of attendance for the Health Centre, including treatment notes.
- Maintaining resources, equipment and stocks relating to student health and first aid.

Professional Practice

The Receptionist/Administration Officer will be required to;

- Attend Training Programs.
- Attend Office Administration and Whole Staff Meetings, as required.
- Participate in Annual Performance Reviews.

Variation to Role

The Principal or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after appropriate consultation, in response to the changing needs of the College.

Demonstrated Knowledge, Experience and Skills in the following:

- Excellent presentation and interpersonal skills
- Excellent data entry skills
- Exemplary time management skills and solutions focused
- Ability to maintain positive relationships while managing conflicting workload
- A commitment to understanding the organisation and its work
- The willingness to go the extra mile even at busy times
- Demonstrated skills in working with and knowledge of Microsoft Office programs including Word, Excel and Outlook
- Strong organisational and problem solving skills
- Ability to work in a team
- Able to maintain an organized reception area
- Flexible and able operate effectively in a changing environment – when required
- Working With Children Check for Victoria and National Police Record Check required prior to commencement.

Essential: Previous work experience in a school environment

Desirable: Working knowledge of Synergetic
Level 1 First Aid Certificate

Child Safety

Staff must adhere to the following:

- Be familiar with and comply with the College's Child Protection – Child Safety Policy and the Staff Code of Conduct, and any other policies or procedures relating to child safety;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

- take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- report hazards, accidents or incidents (near misses) in accordance with agreed College procedures;
- follow established safe working procedures, instructions and rules;
- cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- not wilfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety College Policy may be viewed through accessing the College Policies on Ollie.

Accountability

Reports to: Administration Services Manager
Internal liaisons: Principal, College Executive, Staff Teaching & non-teaching, students, parents
External liaisons: Contractors, suppliers, visitors

Conditions

The position is employed in accordance with the terms and conditions of the Victorian Catholic Schools and Catholic Education Melbourne's Award (and current Certified Agreement), which includes being available to the Principals during specified periods leading up to the commencement of school and after school finishes.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. All employees at De La Salle College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

Conditions are as per the Victorian Catholic Education Multi Employer Agreement 2013.

Classification: This is an Education Support, Category A, Level 2-5 position, 1 FTE
Tenure: Permanent ongoing position
Hours of Work: 8:00am – 4:00pm

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.

De La Salle College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.