



CAPE BYRON RUDOLF STEINER SCHOOL INC
POSITION DESCRIPTION: Receptionist

Title: Receptionist
Reports to: Principal
Employment Status: Permanent part time, term time only (this includes pupil free days)
Salary Classification: Clerical & Administrative Staff; Clerical Officer Level 2
Award: Independent Schools NSW (Support & Operational Staff) Multi Enterprise Agreement 2017.
Purpose of Position: The Receptionist works flexibly across a range of functions and acts as the initial point of contact for incoming phone calls, visitors, students, staff and enquiries and as such, will communicate in a calm and confident manner. The Receptionist is the Schools First Aid Officer and will be skilled and experienced at providing first aid care.
Location: Balraith Lane, Ewingsdale

Duties and responsibilities:

Administration

- Direct calls and emails to appropriate personnel in a courteous and professional manner
- Front desk enquiries from students, parents, staff and the public
- Receipting of **all** monies including credit card and cheque payments
- Administration support to the office and teaching staff with bulk emails, SMS messages, attendance data and permission slips
- Responsible for mail distribution including faxes
- *TASS Student Attendance Records;*
 - a. amend daily absentees and print daily rolls and distribution of absentee report by 10.30am
- *TASS Student Administration;* data entry, mail merges and reporting
- Distribute *Student Contact Lists* to Admin, classrooms and staff room each term
- Processing NSW transport applications online
- Responsible for maintaining administration supplies as follows:
 - a. Office stationery supplies including First Aid
 - b. Coffee, tea, milk and sugar for admin and teaching staff
 - c. Photocopy paper, toner and staples for staff, admin and library photocopier machines
- Maintain registrars for attendance and payment for extracurricular school classes
- You will be responsible for administering first aid and monitoring and maintaining first aid facilities and supplies at the school including student and teacher first aid kits for camps and excursions
- As the school's First Aid Officer you are responsible for preparing first aid kits, disbursing medication and coordinating student medical plans and will be responsible for providing the following first aid documentation;

- a. Student and teacher contact lists; to be included in the first aid kits for teachers and students
 - b. Assist with reporting WHS risks and incident reports
 - c. Coordinate and manage *Medical records and Health action plans* for students and staff
- File Management – prompt filing of documents, correspondence and archiving
 - Maintain *Facility Hire* and *Room Bookings* calendar
 - Co-ordination of evacuation report (absentee report), phone emergency system and visitors log
 - Other duties as requested by the Principal

ESSENTIAL CRITERIA

- Will have completed, or be prepared to complete First Aid training to the level of *Provide First Aid*
- Demonstrated experience working in a busy office
- Previous experience in an educational environment
- Advanced knowledge with MS Office, Gmail and internet
- Excellent time management and communication skills (written and oral)
- Must be highly organised and self-motivated with an eye for detail
- Ability to work in a small team environment and autonomously
- NSW Working with Children Check

DESIRABLE CRITERIA

- Current first aid certificate
- Experience using TASS or another school registrar database
- Understanding of Steiner principles

SMG Approved:	
Date approved:	<i>11th April 2017</i>
Reviewed:	<i>11th April 2017</i>