



# Nagle College

## Bairnsdale

### Position Description

**Position:** Administration Officer - Receptionist

**Administration Manager**

**Reports To:**

#### Mission

**'A Faith Filled Learning Community, Striving for Excellence'**

In accordance with the College Mission Statement Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

#### Job Scope

The Administration Officer – Receptionist role is an ongoing full time position. This role is the first point of contact and is required to demonstrate an ability to be professional, friendly, work independently, show initiative and be able to maintain strict confidentiality

#### Responsibilities

- As the first point of contact, endeavour to answer telephone enquiries in an efficient, friendly and professional manner.
- Greet and welcome guests as they arrive in a professional, warm and friendly manner.
- Maintain familiarity with school priorities, so an enquiry can be directed to the most appropriate member of staff promptly.
- Maintain office security by following safety procedures and controlling access to the School via the visitors sign in system.
- Receive, sort and distribute daily mail/deliveries.
- Provide assistance in the administration and maintenance of student records.
- Receipting of customer payments (over the counter) including school fees and other payments.
- Provide assistance to Student Reception and First Aid when required.
- Be responsible for ordering necessary office supplies, including business cards.
- Manage the supplies for staff room (coffee, tea, sugar, milk).
- Manage stationary / paper supplies for the college.
- Ensure Reception is clean and tidy at all times.
- Type general correspondence for the school as required.
- Perform other administration duties as directed by the Administration Manager or Business Manager.

## Commitment to Child Safety

- Be familiar with and comply with the schools child safe policy and code of conduct and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Assist in the provision of a child safe environment for students.

## General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Attend staff meetings, Mass, and Personal Development days.
- Demonstrate professional and collegiate relationships with colleagues.
- Any other duties as requested by the Principal.

## Organisational Relationships

The Receptionist has a number of key internal and external relationships.

**Reports to:** Administration Manager

**Internal liaisons:** Students, Teaching and non-teaching staff.

**External liaisons:** Parents, Visitors and Contractors to the College.

## Judgement and Decision Making

The Administration Officer – Receptionist position requires employees to exercise judgment to identify, select and apply the most appropriate available guidelines and procedures.

## Skills & Competencies

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- Skills to handle confidential information in an appropriate manner.
- Must hold or be willing to acquire a Working with Children Check and if required must be willing to undergo a National Police Record Check.
- Excellent skills with MS Office required.
- Experience with synergetic and SIMON database or similar are required.
- Excellent communication skills both written and verbal.
- Excellent time management skills with an ability to prioritise tasks and meet deadlines.
- Previous experience in a similar role would be an advantage.
- HLTAID003 - Provide First Aid qualification are required.
- Demonstrate initiative and problem-solving skills with an ability to improve process and practices.
- Ability to work independently and collaboratively as required.
- A commitment to ongoing professional learning and growth in skills.