



Position Description

TITLE:	RECEPTIONIST COBBLEBANK CAMPUS
Report to:	Deputy Principal – Head of Campus Cobblebank Campus
Days of work:	Monday-Friday
Hours of work:	8.00am – 4.00pm
Tenure:	Fulltime, ongoing
Category:	Education Support Category C

The Receptionist is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan Charism. • Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church. • Strive to help students understand and appreciate Catholic teachings through personal example. • Demonstrate a commitment to Franciscan education formed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Be familiar with and comply with the College Child-Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child safe environment for students. • Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Demonstrate ability to provide a duty of care to students in relation to their physical and mental wellbeing. • Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.
Duties and Responsibilities	<ul style="list-style-type: none"> • Be aware of MACS Schools Flourishing Learners position statement – <i>Vision for Instruction</i>. • Provide a reliable presence at reception, welcome all visitors, students, staff, and wider community in a professional manner.

STATEMENT OF DUTIES

- Respond efficiently to telephone enquiries, ensuring all requests are responded to, and messages are communicated to relevant staff in a timely manner.
- Provide general administrative duties to support the Cobblebank Campus, maintain workplace filing, archiving, printing, scanning, and photocopying.
- Manage incoming and outgoing calls, ensuring messages are distributed effectively.
- Assist students with all enquiries.
- Demonstrate proficiency in the use of College administrative systems - Synergetic and SIMON.
- Send non-attendance messages to parents via SIMON.
- Manage student late sign-in and early sign-out procedures to ensure students remain safe at all times.
- Daily phone parents/carers of students who are absent without parent/carers notification.
- Attend to calls made via the College 2-way radio system.
- Make announcements over the College PA system as required.
- Enter, record and file student medical certificates.
- Enter excursion permissions into SIMON for parents/carers to approve/decline.
- Accept and process payments for College fees, excursions, and other payments.
- Maintain student mobile phone confiscation register and follow College mobile phone confiscation procedure.
- Record and maintain all Intervention Orders and Court Orders to ensure student safety.
- Accept Victorian Government – Application for Permission to Travel – Eligible Students applications and maintain register.
- Assist front reception staff when required with parent/carers queries.
- Continue development of ICT skills as technologies evolve.
- Ensure compliance by visitors with sign-in and security procedures.
- Assist with managing student absences, ensure procedures are followed for late comers and early leavers.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Assist Chief Wardens and Communication Officers with Lockdown and Evacuation requirements.
- Demonstrate professional and collegiate relationships with colleagues.
- Attend College events, meetings, after hours services/assemblies, community, and faith days.
- Commit to ongoing professional development in your area of work.
- Ensure adherence to government regulations and advice in the event of a pandemic.
- Duties as required by Principal.

When the Nurse is unavailable:

STATEMENT OF DUTIES	
	<ul style="list-style-type: none"> • Provide first aid support when required (training will be provided) including the recording of attendance and treatment. • Administration of regular medications to students. • Contact parents/carers/emergency services as required.

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism. • Demonstrated understanding of Church teachings and the staff members role in the mission of the Church. • Demonstrated capacity to integrate Church teachings into all aspects of the role. • Demonstrated ability to help students understand and appreciate Catholic teachings through personal example. • Demonstrated commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Skills and Experience	<ul style="list-style-type: none"> • Demonstrated ability to contribute to the efficient operation of the team. • Proven capacity to work independently. • Demonstrated ability to maintain currency of professional knowledge and skills. • Demonstrated high level organisational skills and attention to detail, ability to prioritise tasks, multi-task and work efficiently. • Demonstrated understanding of professionalism, courtesy, and cooperation. • Demonstrated ability to respond to regular interaction with parents/carers, staff, and students, and direct all communications made to and within the College in a timely manner. • Excellent oral and written communication skills, including ability to communicate with students, parents/carers, and the College community. • Demonstrated ability to maintain confidentiality and sensitivity in all aspects of the role.

SELECTION CRITERIA

- Demonstrated ability and willingness to accept policy directives.
- Demonstrated ability to accurately maintain records and documentation associated with your work.

Essential:

- Required to complete First Aid Certificate (training provided).
- CPR qualifications (training provided).