

Job Description

Title:	Receptionist (Primary School)
Reports to:	Primary School Principal
Working Relationships	Internal: <ul style="list-style-type: none"> • Primary School Office Team • Primary School Staff External: <ul style="list-style-type: none"> • Post Office, Courier/Delivery services • Visitors
Current FTE:	0.20 (job-share with 0.8 Receptionist)
Work days/hours:	Monday / 8am to 4pm
Job Summary	
<p>The primary role of the Primary School Receptionist is to provide an exceptional 'first impression' to visitors to Mandurah Baptist College, either in person or over the phone. In performing this role the receptionist will reflect the College's mission, Christian ethos and reputation. This position also provides administrative support to the administration team, teaching and support staff.</p>	
Qualifications / Work Experience	
<ul style="list-style-type: none"> • Relevant experience in Reception, front office or administrative role Desirable: experience in educational setting • Working with Children Check • High School Diploma or equivalent Desirable: Tertiary qualification in business administration or related field 	
Personal Specifications / Essential Skills	
<ul style="list-style-type: none"> • An ability to work with and relate to children and their parents - tolerant and polite but assertive • Strong administration skills – organised, thorough, with meticulous attention to detail • Excellent communication skills (verbal and written) • Ability to work effectively under pressure and meet deadlines • Excellent levels of computer literacy and touch-typing skills • High level of proficiency in the use of Microsoft Office Desirable: TASS and SEQTA • Proactive, punctual and reliable • Excellent telephone skills • Excellent Customer Skills • Must be Reliable and Punctual Ability to work in a team and individually. • Willingness to uphold and live the Mission, Vision and Christian values of Mandurah Baptist College. 	
Key Result Areas	
<ul style="list-style-type: none"> • Reception and Front office management • Student Attendance • Administrative duties • Data-entry, reporting and record-keeping • Team Support and Contribution • Compliance 	
Key Tasks & Responsibilities	
<p>.1. Management of Reception/ Front office</p> <ul style="list-style-type: none"> • Welcome visitors to the College Primary School and manage the sign-in process on the Visitors Management software (Parent Helpers, Therapists, Volunteers, Students arriving late/leaving early) • Answer and route all telephone calls in a professional and courteous manner 	

<ul style="list-style-type: none"> • Provide support and assistance to parents and students by directing enquiries and providing information via telephone, email and in person • Take any messages to staff and students • Take any mail & information to the Senior School office and collect mail and paperwork for Primary School • Ensure the front office and reception is clean, tidy and neat at all times
<p>2. Managing the attendance of all Primary School students</p> <ul style="list-style-type: none"> • Check the attendance rolls twice daily, investigate discrepancies and notify parents of absent students • Record absentees on behalf of relief teachers • Input absentee notifications received. • Input students away on excursions or attending clubs. • Provide attendance reports as requested. • Keep an accurate electronic record of absentee notifications.
<p>3. Provide College staff with professional administrative support including taking accurate and properly detailed messages/meeting minutes, word processing duties, letters etc.</p>
<p>4. Assist with administrative duties such as typing, printing, copying, binding, scanning, distributing:</p> <ul style="list-style-type: none"> • Assist with Assembly certificates as requested • Upkeep Staff Outlook Calendar and communicate changes with the HR team • Class lists -keep relief files and classroom evacuation lists updated as students withdraw and enrol
<p>5. Manage and maintain</p> <ul style="list-style-type: none"> • term calendar & year calendar on the whiteboards in the staff room
<p>6. Assist in daily office needs and provide support when required to:</p> <ul style="list-style-type: none"> • Principal's PA • Student Services
<p>7. Ensure compliance with MBC values, policies and standards.</p>
<p>8. Follow reasonable directions in relation to Work Health and Safety.</p>
<p>9. Any other duties as directed.</p>

Created on May 2020

Last Updated March 2023