Mary MacKillop College
Leongatha

Receptionist

Mary MacKillop College is a Catholic Coeducational Secondary College inspired by the spirit of St Mary of the Cross MacKillop. Set on approximately 25 hectares of beautiful gardens and playing fields. Mary MacKillop College is an established College catering for approximately 570 students from Year 7 through to Year 12.

Mary MacKillop College is an innovative and contemporary learning community which has exceptional facilities, offers a vibrant curriculum and well established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We acknowledge diversity of potential and are responsive to individual needs. Every member of our community is supported in the pursuit of excellence.

Applications are invited from qualified and experienced personnel for the following full-time permanent position commencing February 2017:

Demonstrated success as a receptionist is desirable. The Receptionist will assist and support the Office co-ordinator and Business Manager in the day-to-day administration of the College and provide effective liaison between the Principal, staff and the wider community. This person will promote the charism of Saint Mary of the Cross MacKillop.

Key Areas of Responsibility include:

Mary MacKillop College is a Coeducational Secondary College in Leongatha with approximately 600 students. The College requires a replacement Officer as the current employee has accepted full time employment outside the College.

The front office team at Mary MacKillop College is dynamic and vibrant and provides receptionist, secretarial support and First Aid support to our College community.

As a team member, excellent people skills are essential. Applicants will need to demonstrate their ability to work with students, staff and parents/guardians and work in a team environment.

Applicants who are not First Aid qualified are welcome to apply on the understanding that they commit to achieving this qualification at the earliest opportunity.
Applicants will need to demonstrate excellent skills in the use of the Microsoft Office suite of application software and be able to learn education specific administration packages such as SAS2000.

The College office is a busy work environment and applicants must be able to demonstrate their ability to deal with a number of tasks simultaneously and accurately.

Applicants must be able to demonstrate a commitment to the Catholic ethos of the College.

Applicants will receive 7 weeks paid leave per year but are also be required to work a part of each school term holidays

**Key Duties:**

The duties currently include:

- reception duties,
- mail sorting and distribution,
- archiving,
- Assist with student First Aid and the maintenance of College First Aid kits,
- provision of secretarial support to staff,
- updating daily attendance records, etc.
- provision of First Aid
- General office support

- Preparation of the Newsletter
- Any general admin –
- General Filing
- Updating staff lists
- Archiving –
- Transition letters (Collation and distribution for Year 7 Coordinator)
- Assisting with Awards – End of Year and Beginning of year
- Photocopying as required
- Prospectus collation
- Assist with preparation for Grade 5 and Grade 6 Activity days
- Attending Parent/Teacher Interviews when required
- Any jobs that are delegated from the Portal via Office Coordinator (these are generally from teaching staff)
- The final list of duties will be decided taking into account the skills of the successful applicant and how they fit in with the skills of existing team members
- Other duties as required

**Other Requirements:**

- Valid Working with Children Check
- Valid National Police Record Check
Remuneration
This position will be an Education Support Category C and remunerated as per the Victorian Catholic Education Multi Enterprise Agreement 2013. Remuneration will be dependent on qualifications and experience (Within the range of $51,442 - $58,702) and includes 7 weeks holidays.

Your application must contain:
• The prescribed application for employment form – Non Teaching (Available on our website)
• A current Resume
• The names of three referees and their contact numbers

Applications are to be addressed to:

The Principal
Mary MacKillop College

Email applications to: rbowman@mmcrc.catholic.edu.au

Applications close Monday 6th February, 2017