



Mary MacKillop

Catholic Regional College

Position Description

Student Reception

Position Title:	Student Reception
Reports to:	Business Manager
Work area:	Front Office
Classification:	Education Support Employee, Level 2 Category B Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022.
FTE & Hours of Work:	Ongoing/ Part Time Hours 8:30 am to 3.30pm – times negotiable (including a 30-minute unpaid lunch break).

Mary MacKillop Catholic Regional College (MMCRC) is a Catholic Coeducational Secondary College inspired by the spirit of St Mary of the Cross MacKillop. The College was established in 1986 and currently serves approximately 560 students from Years 7 to 12 from the South Gippsland and Bass Coast Shires.

Mary MacKillop Catholic Regional College is an innovative and contemporary learning and faith filled community. Set on approximately 25 hectares of beautiful gardens and playing fields with exceptional facilities. We offer a vibrant curriculum and well-established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We are responsive and celebrate the diversity and potential of individuals. Every member of our community is supported in the pursuit of being their best.

This position offers an exciting opportunity to contribute to student, staff and community engagement within the College.

Child Safety

Mary MacKillop Catholic Regional College is committed to the safety and wellbeing of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection program across the entire College community. Accordingly, the College Registrar must:

- Be familiar with and comply with the school's Child Safety and Wellbeing 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;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing; and
- Hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

Major Areas of Responsibility

The Student Receptionist will:

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- i) Manage the student reception office
- ii) Administer and support the implementation of the College Attendance Procedures
- iii) Attend to general responsibilities in Student Reception

STATEMENT OF DUTIES (NON-TEACHING)	
Key Duties	<ul style="list-style-type: none"> • Greet visitors and assist students, staff members and the College community with their enquiries and direct the enquiry to the appropriate person as required, • Provide administrative support and clerical support services including filing and records management, mail, photocopying as well as efficient handling of incoming and outgoing correspondence and phone calls, • Providing First Aid to ill or injured Students when required • Assist with the management of medical emergencies occurring within the College along with the College nurse • Contact parents/guardians for student collection when required, • Assist with resources, equipment and stock relating to student health and First Aid • Assist with College Nurse in the management of student health action plans and appropriate medication are provided to the College and review these plans annually as required • Assist with management that student medication accompanies students when they are off campus for any reason during the school day if required • Liaise with Teaching Staff regarding Code Blue, students going off campus and ensure that First Aid kits and/or medication and management plans (including student's personal EpiPen) are available and signed out/in • Assist with preparing the contents and usage of first aid kits at the College and when the students and staff are involved in excursions or co-curricular activities where required • Maintaining daily attendance records for the College, • Maintain the attendance database with school related absences and school approved absences so that these are reflected accurately in teacher roles, • Ensuring the rolls are marked by teachers and following up at the end of the day, week and term, • Updating student medical information on SAS, as information is given by parents/guardians in consultation with the College nurse • Assist with the completion of all accident forms and documentation for students in a case of an accident if required • Assist with the Documentation on SIMON, student/s that attend First Aid, with injury/illness and treatment given to the student if required • Manage students leaving early for appointments, • Assist with the College Nurse to update first aid kits around the school, • Other duties as directed by the Principal or their delegate.

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STATEMENT OF DUTIES (NON-TEACHING)	
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe 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; and • Demonstrate duty of care to students in relation to their physical and mental wellbeing.
Professional Development	<ul style="list-style-type: none"> • Commit to ongoing professional development in your area of work. • Continue development of ICT skills as technologies evolve.
General Duties	<ul style="list-style-type: none"> • Work with other members of the College Administration team and College Nurses when required. • Other duties as directed by the Principal or their delegate.
Organisational Relationships	<ul style="list-style-type: none"> • Reports to: Business Manager. • Internal Liaisons: Principal, Leadership Team, Transition Coordinator, Learning Adjustment Leader, Pastoral Care Leader, Student Engagement Leader, Year Level Wellbeing Leaders, College Nurses • External Liaisons: Diocese of Sale Catholic Education Limited (DOSCEL), Registrar Network, relevant Primary Schools, College Community Members, prospective families and General Public.
Skills, Experience & Knowledge	<ul style="list-style-type: none"> • High level of interpersonal skills and ability to work within a team. • Strong organizational and time management skills, with an ability to prioritise tasks, meet deadlines, work well under pressure and manage competing tasks with a high level of attention to detail; and • The ability to build and maintain strong relationships with staff, students, parents and the community. • Commitment to the ethos of a catholic school. • Current First Aid Certificate • Experience as a First Aid Officer in a similar role. • Ability to exert calm authority in medical emergency situations. • Ability to communicate clearly and calmly under pressure. • Ability and willingness to work as part of a team • Computer skills in MS Office Suite; and • Previous work experience in an education setting (desirable).

Accountability and Conditions

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi-Enterprise Agreement (VCEMEA).

The position may from time-to-time require attendance outside normal hours from which time in lieu

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will be considered.

All staff at Mary MacKillop College will have a commitment to ongoing professional learning and hold relevant qualifications.

All employees at Mary MacKillop College are required to undergo a Criminal Record Check, maintain a Current Working with Children Check and follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.