



# Mary MacKillop College South Gippsland

## Position Description - Student Receptionist

<b>Position Title:</b>	Student Receptionist
<b>Reports to:</b>	Business Manager
<b>Work area:</b>	Front Office Administration Team
<b>Classification:</b>	Education Support, Category C
<b>FTE &amp; Hours of Work:</b>	0.86 (32.5 hours) Monday to Friday, 8:30am to 3:30pm

**Note:** This is a fixed term position between 7 October 2019 to 19 December 2019.

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 580 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.

The Student Receptionist supports the implementation of the College Mission in the areas of spirituality, community and education. The Student Receptionist is expected to support the vision and goals of the College as a faith-filled learning community and to commit to ongoing professional learning. Working as part of the Front Office Administration Team, the Student Receptionist supports the Office Coordinator and Business Manager by assisting with the smooth and efficient administration of the College and providing effective liaison between the Principal, Staff and the wider community.

### **Key Areas of Responsibility include:**

The Front Office Administration Team at Mary MacKillop College is dynamic and vibrant and provides receptionist, administration and First Aid support to our College community.

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

### **Key Duties & Responsibilities:**

- Greet visitors and assist students, staff members and the College community with their enquiries;
- 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;
- Maintaining a well organised, clean and orderly First Aid room/sick bay;
- Maintaining resources, equipment and stock relating to student health and First Aid;
- Ensuring that all staff members receive accurate and up to date information regarding students with particular/serious/chronic/health issues;

- Ensuring that student medication accompanies students when they are off campus for any reason during the school day;
- Being responsible for 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;
- Maintaining daily attendance records for the College;
- Other duties as directed by the Office Coordinator, Business Manager or Principal.

### **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. All staff at Mary MacKillop College take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 "Child Safe Standards – managing the risk of child abuse in schools". Employment at Mary MacKillop College is subject to school policies including the Child Safety and Protection Policy, Child Safety Code of Conduct and Mandatory Reporting Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

### **Competencies Required**

- 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.

### **Qualifications, Skills and Experience**

- Current senior First Aid Qualification (minimum level 2 / HLTAID003)
- 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;
- Computer skills in MS Office Suite; and
- Previous work experience in an education setting (desirable).

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 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.