



Receptionist Role Description

The main role and function of the College Receptionist is to present a highly professional, welcoming, and helpful service to all members of the College community and to co-ordinate the College Reception area by delivering and executing the essential administrative responsibilities and tasks.

The College Receptionist will exercise significant initiative, discretion and expertise in leading and managing the administrative needs of the College office. The role demands flexibility and the ability to work in a highly collaborative and supportive way with all other members of the Administration team.

St Aloysius College is a Child Safe School. We commit to ensuring the safety and wellbeing of the children and young people in our care. There is an expectation for all staff to be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.

Key Areas of Responsibility

First and foremost, The College Receptionist is to be a welcoming presence for all the College visitors and College community members, ensuring that the processing of information received daily is completed in accordance with the College's current policies and procedures.

Duties and Responsibilities

Administration Duties are as defined, but not limited to the following areas:

- Reception
- Student Management System
- Oversee the signing in of visitors/contractors on site
- Administering First Aid when the First Aid Officer unavailable
- Processing of over-the-counter payments
- Petty Cash Handling
- End of day EFT/Cash reconciliation
- Stationary Orders
- Maintain/issue mobile phones for staff

- Maintain MYKI register when issuing cards for excursions
- Organise First Aid kits for excursions
- Maintain register of allocated security fobs and keys
- Accept/sign for deliveries
- General admin for teaching staff when needed (printing, binding, & laminating)
- Prepare and maintain combination locks for students
- Booking Buses for the College.
- Strengthen and encourage the College's Alumnae connections.
- Coordinate alumnae functions when/if required

Other Duties

It is important that all staff are flexible in relation to their role. This may include changes to aspects of the role over time, including taking on additional duties/responsibilities as directed by the Principal or her nominee.

Key Criteria and Expectations

- Warm and welcoming personality.
- Communicate effectively with all members of the college community.
- Maintain a high level of professional excellence, confidentiality, and discretion.
- Assist and work collaboratively and effectively as part of a team.
- Bring a problem-solving approach to all issues.
- Appropriate professional attire.
- Maintain a clean and tidy work area and office.
- Undertake professional learning as required.

Conditions of Employment

Conditions are as per the Victorian Catholic Education Multi Employer Agreement (2018), and St Aloysius College employment policies.

Tenure

Ongoing

Reporting

The College Receptionist will report directly to the Business Manager then ultimately to the Principal.

Hours of Duty 38 hours per week
 Monday to Friday
 Standard day 8am to 4,30pm

Annual Leave 4 weeks

Salary Scale School Officer Category A, as per the VCMEA (2018). Salary to be determined according to experience.