



## **Mission Heights Junior College**

### **Job Description**

#### **Receptionist & Administration Assistant**

**Permanent/Term Time only**

**8am - 4pm, Monday - Friday**

**Support Staff in Schools Collective Agreement 2019-2022**

**Grade C, Step 2**

**Responsible to:** The Principal, & Associate Principal, MHJC through the Principal's PA

#### **Functional Relationships with:**

Senior Leadership, Administrative positions @ Mission Heights Junior College and Mission Heights Primary School, All staff, School Community.

#### **Key Roles:**

As the first point of contact for the community, the Receptionist at Mission Heights Junior College must provide a warm welcome to the school. It is your responsibility to do everything possible to assist those who present themselves at Reception, in person, by email, or on the telephone.

#### **Key Responsibilities:**

- Answering queries in an appropriate and welcoming manner, referring calls on if the person is not available and promptly passing on messages.
- Greeting and attending to students, parents, visitors and teachers at reception. Every person including students and staff must be welcomed appropriately and warmly. A smile and eye contact are important.
- It is expected that Reception will promote the good reputation of the school and not act in any way whereby the goodwill and reputation of the school may be prejudicially affected.
- Ordering and maintaining supply of stock for Health Room, Staff room and student's stationery requirements.
- Booking meeting rooms and theatre, maintaining staff car park allocation.

- Receipting of all monies taken across the counter . Receipts are issued accurately and efficiently, and balanced at the end of each school day.
- All documents are prepared, in a professional and timely manner as required.
- Attending to students' needs so that they feel cared for, providing first aid and other care in the Health room. Incidents are managed calmly and recorded appropriately.
- Recording all referrals, contacting parents and ensuring parents feel reassured and informed. Contacting Doctor or services as required by Senior Leadership. Informing the Associate Principal of all serious incidents and providing accurate record of these incidents for the BOT Health and Safety reports.
- Processing all enrolments and ensuring that digital and hardcopy files and paperwork are maintained accurately and are up to date. High emphasis on the start of the new year student enrolment process, out of zone enrolment ballot tracking, communication with new parents, and timely accuracy of entering enrolment data.
- Provide support to the Principal's PA and/or Finance Administrator, when required.
- Complete any other administrative duties supporting students and staff as required.
- Communicating with the Dental and Public Health Services and providing them with the information they require. Managing the processes involving these services when they are on-site.
- Monitoring the signing in/out of external contractors and making sure they sign the hazard register.
- Monitoring the signing in and out of both staff and students.

Signed \_\_\_\_\_

Principal \_\_\_\_\_

Date \_\_\_\_\_

## **Mission Heights Junior College**

### **PERSON SPECIFICATION**

#### **RECEPTIONIST & ADMINISTRATION ASSISTANT**

The successful applicant for this position will have:

- A recognition of the importance of serving our school community.
- A positive and enthusiastic approach to people and tasks.
- A warm and cheerful telephone manner.
- An ability to remain positive under pressure.
- An ability to evaluate and prioritise tasks.
- An understanding of the school culture and loyalty to it.
- Demonstrated ability to work in a large and busy work environment.
- A First Aid Certificate or willingness to complete one.
- Experience of computerised receipting, banking and reconciliation.
- A willingness to work in an intensively digital work environment. High level of proficiency with word processing, spreadsheets and a willingness to become proficient with school specific software.