



POSITION DESCRIPTION

Hours of duty 8.00 am – 12.00 noon, Monday – Friday

Arlington Receptionist

Preshil, The Margaret Lyttle Memorial School, is seeking an outstanding person to fill the role of Receptionist and Administrative Support at the Junior School, Arlington.

The Receptionist represents the Junior School to the community, to our children, parents and prospective parents and must have a strong appreciation of Preshil's philosophy and educational values as well as the capacity to communicate these to a variety of audiences.

Reporting Relationships

The Arlington Receptionist reports directly to the Assistant Principal/Head of Campus and works to support the Assistant Principal/Head of Campus and teaching staff as part of the school's administration team.

Major Areas of Responsibility and Duties

Reception:

- Be responsible for front of house reception at the Arlington office, providing a courteous, well informed and welcoming first point of contact for all enquiries to the school and ensure that the Arlington office and reception areas are welcoming and well-presented
- Respond promptly to all incoming enquiries
- Receive and dispatch mail including emails and faxes
- Receive and direct all deliveries to the school and arrange couriers

Clerical and Administrative Support:

- Be responsible for maintaining attendance data
- Receive payments from parents, i.e., payment for excursions, school fees etc
- Forward any change of details for parent/student database to Registrar
- Assist with the preparation and distribution of correspondence, information and communication materials, including preparation of the school eBulletin
- Arrange all aspects of mail outs as required
- Monitor and order stationery supplies and other office requisites
- Arrange couriers
- Attend to office equipment servicing and maintenance requirements
- Actively contribute to the development of administrative systems and processes
- Monitor and replenish staff proforma forms in staff room
- Provide support for managing school events including catering requirements, ordering refreshments, room/hall/venue set up and clean up
- Assist with the preparation of meetings and room bookings procedure as required

- Assist with the provision of first aid to students as required
- Assist in maintaining a clean, safe and orderly staff room and work station environment
- Process staff purchase orders
- Meet and orientate casual relief teachers as required
- Other tasks as directed by the Principal or Assistant Principal/Head of Campus

Administrative Support for the Instrumental Music Program

- Assist with the administration, organisation and allocation of spaces for the Instrumental Music Program
- Provide a point of contact for music students, parents and Instrumental Music Teachers to ensure the smooth running of the program

Skills and Attributes Required

- Sound database and computer skills
- Highly developed interpersonal and customer service skills with a friendly disposition
- Excellent verbal and written communication skills
- Excellent organisational skills
- Ability to work as part of a team
- Capacity to maintain a high level of confidentiality
- Adherence to Preshil's Code of Conduct and to Preshil's cultural values

Desirable:

- Prior experience using the FileMaker Pro (Denbigh) administrative system
- Prior experience working within an independent educational environment and familiarity with educational administrative processes
- Prior experience as a Receptionist
- Familiarity with both Macintosh and PC environments
- Level 2 First Aid Certificate and current driver's licence