

## POSITION OVERVIEW

The School Receptionist at Simonds Catholic College plays a pivotal role as the first point of contact for visitors, staff, and students. This position encompasses diverse responsibilities including administrative support, communication management, and provision of first aid services as outlined in the Position Description.

## RESPONSIBILITIES AND DUTIES

### Reception:

- Ensure the reception area and office environment is always well presented and welcoming.
- Managing the sign-in process for visitors and contractors.
- Professionally handle telephone and reception enquiries, including general queries from parents, students, staff and visitors.
- Efficiently liaise with suppliers, sign for deliveries, and coordinate courier services as required.
- Produce, photocopy, and distribute college documentation such as forms, letters, and notices, ensuring timely dissemination.
- Monitor and manage processes related to lost property, including logging found items and facilitating their return to rightful owners.
- Organise and oversee the resources cupboard, ensuring availability and accessibility of essential supplies for staff.
- Create and maintain an up-to-date phone directory and manage staff pigeonholes for efficient communication flow within the college community.
- Assist in filing and maintaining archival processes, data and records.
- Arrange maintenance of the photocopiers and ensuring copier rooms are clean, tidy and adequately supplied.
- Assist in the preparation of staff gatherings, open morning, assemblies, functions and other occasions of Simonds Catholic College.
- Undertake additional tasks as directed by the Principal, Deputy Principal and Business Manager, demonstrating flexibility and adaptability.

### Attendance Officer:

- Maintain accurate records of student attendance, including daily entry of absences, late arrivals, and early departures, and follow up on non-arrival of students through communication with parents.
- Prepare and maintain absence reports on a daily basis, liaising with staff to ensure completeness and accuracy of attendance records.
- Record known student absences, such as holidays or extended illness, and communicate relevant information to appropriate stakeholders.
- Set up activities and excursion permission notices, monitor status and report to relevant parties and provide manifests, including medical details.

### First Aid Officer:

- Provide first aid in response to unwell or injured students.

- Maintain and restock all first aid kits and medical supplies.
- Maintaining records of attendance at the Sick Bay, including treatment notes on iSimonds.
- Maintain Medication Register and ensure all medications are updated in the register on receipt and disposal, and liaise with families as required.
- Ensure sick bay is clean and tidy at all times and that beds are made and linen is regularly washed.
- Ensure First Aid processes are compliant with current regulations

#### **Qualifications & Experience:**

- Possession of a current Level 2 First Aid Certificate at a minimum is preferred, demonstrating proficiency in administering emergency first aid.
- Prior experience in a similar role or environment is would be advantageous, providing familiarity with administrative processes and customer service expectations.
- Valid Working with Children's Check and National Police Check are mandatory requirements to ensure compliance with child safety standards and regulations.

#### **Knowledge and Skills:**

- Excellent written and verbal communication skills, with the ability to interact professionally and effectively with diverse stakeholders including staff, students, parents, and visitors.
- Proven ability to maintain an organised and efficient reception area, managing multiple tasks and priorities with attention to detail.
- Initiative, flexibility, and collaborative spirit, enabling responsiveness to changing demands and effective teamwork within the college community.

#### **Personal Qualities:**

- Demonstrated courtesy, professionalism, and empathy in all interactions, fostering positive relationships and a welcoming atmosphere.
- Reliability, punctuality, and discretion in handling sensitive information and maintaining confidentiality.
- A genuine capacity and desire to learn and apply new skills, coupled with resilience and composure under pressure.

#### **Child Safety**

- Applicants should have a strong commitment to boys' education and the values and ethos of Catholic education, including providing a safe environment for our students. Our College Community is committed to the protection, wellbeing and inclusion of all the children in our care.
- Thorough understanding and adherence to Ministerial Order 1359 on Child Safety, as it pertains to the college's Code of Conduct, policies, procedures, and practices.
- Commitment to upholding a zero-tolerance attitude towards child abuse and ensuring the provision of a safe and inclusive environment for all students, regardless of background or ability.
- Implementation of strategies that promote cultural safety, accessibility, and wellbeing for Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and children with disabilities.