

Role Description

Junior School Receptionist

General

The primary role of this position involves reception duties and clerical work.

Responsibility

Reports to the Head of Junior School. Supervised by the Junior School Executive Assistant.

Appointment

This position is 5 days per week during School Term time.

Hours

8am – 4pm or equivalent (with 30 mins for lunch unpaid and an additional 10 minute break)

Specific Tasks

The Clerical Officer Reception is to:

- Manage Junior School Reception areas as required
- Answer the phone and direct all queries to the appropriate person(s)
- File correspondence in student files
- Assist with First Aid
- Collate information for newsletters, staff briefings and other publications
- Print notes and correspondence for teachers
- Carry out School administrative work as required
- Process invoices and distribute to Business Services
- Order stationery and assist with resource management
- Carry out any other tasks as required by the Head of Junior School and Principal

General Attributes

The Clerical Office – Reception will:

- prepare written documents to a high standard
- proficiently use desktop publishing
- proofread and edit documents
- be technologically proficient.

Personal Qualities

The Clerical Officer - Reception needs to:

- interact positively and professionally with Junior School students and their parents
- model the Christian view of, and approach to, interaction with staff members that promotes positive and harmonious relationships
- be organised, thorough and accurate
- be a positive, constructive and flexible member of the staff team
- have a communicative and collaborative style, with a good sense of teamwork
- be thoroughly discreet and confidential
- be loyal to the School and publicly supportive of school related decisions.