



JUNIOR RECEPTIONIST FULL TIME

An opportunity exists for a Full Time Junior Receptionist at Silver Tree Steiner School, to commence from the start of Term 4, 2022.

Silver Tree Steiner School is nestled amongst over 25 acres of beautiful bushland in the Perth Hills providing a Steiner education from Early Childhood to Year 6 for over 200 students. Supported by a vibrant and nurturing school community, the education gives children time and space to deeply experience a creative, enriching and wonder filled learning environment.

About the role:

The School Receptionist role is a front-line position where you will become known as the face of the school. You will be the first point of contact for all incoming calls, and visitors and will be required to assist with queries in a courteous and prompt manner. The role is also responsible for the daily running of the reception desk and involves a wide variety of light administration duties.

Your ideal skills will include:

- Demonstrated previous experience in a Reception and/or Administration role.
- Intermediate computer skills, in particular MS Office: Word, Excel and Outlook.
- Demonstrated strong organisation skills.
- Positive and professional demeanour.
- Highly developed written and verbal communication skills.
- The ability to organise own workload and work well in a team environment.
- Commitment to supporting and promoting the School's ethos, policies, and procedures.
- Current Working with Children Check.
- National Police Clearance (less than 12 months old).
- Eligible to work in Australia.

The successful applicant will meet the following criteria:

- Current Working with Children Check.
- National Police Clearance (less than 12 months old).
- Eligible to work in Australia.

Benefits of working at Silver Tree Steiner School:

- We offer professional development opportunities to support and encourage the embodiment of Anthroposophical values of Respect, Connection and Creativity in our daily work.
- We foster a caring, inspired and supportive culture.
- We are situated in a beautiful working environment in the Perth hills.

Silver Tree Steiner School is committed to child safety and wellbeing as a Child Safe Organisation. As part of the recruitment process the school will conduct pre-employment screening. Applicants are required to have a current WWCC clearance.

For a brief conversation regarding the Junior Receptionist position, please contact Kristy Windsor-Turner at bursar@silvertree.wa.edu.au or phone: (08) 9295 4787.

TO APPLY:

A written cover letter clearly addressing the Job Description criteria, which can be found on our website www.silvertree.wa.edu.au, together with a CV and two professional referees should be emailed to the Head of School, Anna Brindal: anna.brindal@silvertree.wa.edu.au

Applications close Friday 23rd September at 5pm.