

# Job Description

## JUNIOR RECEPTIONIST

**Location:** 695 Roland Road Parkerville WA 6081

**Date:** September 2022

### ABOUT SILVER TREE STEINER SCHOOL

Nestled in a beautiful bush environment of over 25 acres in the Perth Hills, Silver Tree Steiner School provides a Steiner education from Early Childhood to Year 6, following the Australian Steiner Curriculum. Based on a deep understanding and respect for Rudolf Steiner's philosophy of pedagogy, children are immersed in a creative, enriching and wonder filled learning environment.

### PURPOSE

The School Receptionist role is a front-line position where you will become known as the face of the school. You will be required to assist parents and staff with their enquiries in a courteous manner and be responsible for the daily running of the reception desk and a wide variety of light administration duties.

### CORE RESPONSIBILITIES

- Greet students, staff and families in a friendly, courteous, and professional manner.
- Work with a genuine customer service focus and an enthusiastic, positive attitude.
- Answer incoming calls, transfer and accurately and concisely take and deliver messages.
- Manage bookings.
- Update the school events calendar.
- Be the initial First Aid responder for students and staff, with assistance from other first aiders when required.
- Newsletter editing (for late items), publishing, and printing.
- Maintain a clean and tidy office and kitchen area during school hours, including dishes.
- Maintain and manage stationery supplies, keeping the stationery cupboard neat and orderly.
- Process EFTPOS payments.
- Open toilets at the start of the day.
- Mail management (email, courier & post).
- Upload content to the website.
- Email food orders to suppliers.
- Setup and pack away for school events.
- Manage laundering items.
- Send pre-written communications.
- Other daily tasks that may arise during school hours.
- Deal with challenges flexibly, creatively and professionally whilst upholding the School ethos, culture and values at all times.

## EXPERIENCE, SKILL, AND KNOWLEDGE REQUIREMENTS

### DESIRED CRITERIA

- Experience working within a school environment;
- Experience working with a School Information System;
- First Aid and CPR Certificate or the ability to obtain one.

### ESSENTIAL CRITERIA:

- Demonstrated previous experience in a Receptionist 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.
- Willingness to be flexible.
- Commitment to supporting and promoting the Silver Tree Steiner School's ethos, policies, and procedures.
- Current Working with Children Check.
- National Police Clearance (less than 12 months old).
- Eligible to work in Australia.

## ORGANISATIONAL RELATIONSHIPS

### REPORTING RELATIONSHIPS



This position is not responsible for supervising staff as delegated by the Head of School.

## SCHOOL CULTURE, CHILD SAFETY AND OS & H

- Provide a child safe environment for all students, and actively implement the National Principles for Child Safe Organisations.
- Comply with the School's health and safety policy and procedures; always taking reasonable care for your own health and safety.
- Be familiar with and act in accordance with all School policies.

## POSITION TYPE AND REMUNERATION

**Employment framework: Educational Services (Schools) General Staff Award 2020**

**POSITION STATUS:**

<b>Position type:</b>	Full-Time
<b>Position term:</b>	Limited Term
<b>Period:</b>	As per individual contract
<b>FTE for this position:</b>	As per individual contract
<b>Hours per fortnight:</b>	As per individual contract

**REMUNERATION:**

<b>Salary</b>	As per Individual Letter of Offer
<b>Superannuation</b>	As per Superannuation legislation.