



St Mary MacKillop College
CHOOSE LIFE WITH COURAGE

Primary Administration Assistant/ Receptionist

Location	St Mary MacKillop College
Accountability	Principal
Reporting to	The Business Manager and Head of Primary
Category	Administrative and Technical Officers - Level 3-4 dependent on experience
Tenure	Ongoing, 5 days per week (8am-4pm) , 42 weeks per year (.9049 FTE)

PURPOSE OF THE POSITION

The Primary Administration Assistant/Receptionist is the critical first point of contact for all incoming calls and visitors to the College's Primary campus including parents, students and prospective families. They are responsible for ensuring that everyone receives professional and friendly service in line with the College's values. The role forms an essential part of the administrative team and on occasion may provide support to other areas of the College, as directed by the Business Manager.

CORE RESPONSIBILITIES

- Answer all incoming calls in a friendly and professional manner.
- Greet, assist and/or direct to the relevant party all visitors to Primary Administration.
- Provide first aid to students in sick bay, and staff as required.
- Manage attendance and absentees on Primary SEQTA.
- Enter and retrieve data from the SEQTA and AOS databases systems.
- Management of first aid supplies and individual student medical requirements, and maintain medical action plans and first aid log.
- Coordinate merit certificates.
- Sort and distribute incoming mail, emails and deliveries.
- Deliver internal mail between campuses.
- Provide efficient and confidential administration support to Primary Administration and other departments as requested.
- Arrange staff morning teas.
- Prepare classroom requirements at beginning of year; note bags, first aid etc.
- Order/monitor Primary Admin stationery and assist teachers with ordering.
- Management of Primary staff amenities.
- Ensure the ongoing tidy and professional appearance of the reception and waiting areas.

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Primary Administration Assistant/ Receptionist continued

Core Responsibilities continued:

- Coordinate student lost property, pro-actively ensuring the return of property to rightful owners.
- Keep accurate records of items loaned to students (hats, spare uniform, ice packs, money) and ensure these are returned in a timely manner.
- Any other duties as reasonably requested by the Principal, Head of Primary or Business Manager.

Additional Role Components:

All staff are required to:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church.
- Ensure the underlying values of the College Mission are embedded within practice in the workplace.
- Take an active part in the co-curricular aspects of College life.
- Attend staff meetings, and/or other College functions as the Principal may require.
- Undertake any other duties or responsibilities that may be assigned by the Principal.

Work, Health and Safety

Your responsibilities as an employee include:

- Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.
- Ensure an understanding and compliance of the College OHS policy.
- Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Proper use of any personal protective clothing or equipment supplied to you.
- Not misusing or damaging any equipment you use.
- Prompt reporting of any hazards or incidents/accidents to your Leader including damaged college property.

Code of Conduct

You are responsible for ensuring you act within the framework of the College's Code of Conduct.



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Selection Criteria

Essential Skills:

- Demonstrated proficiency in the use of office systems, phone systems, software or technical equipment as relevant to the position.
- Ability to prioritise workload, manage multiple tasks and be proactive.
- Capacity to undertake routine support tasks across a range of functions in the office environment of a school.
- Demonstrated ability to work in a team environment whilst maintaining confidentiality and respect.
- Highly developed interpersonal and communication skills together with exemplary personal values and qualities, and the ability to relate positively with all sections of the school community.

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