

- Position:** College Administration - Receptionist
- Responsible to:** Office Manager
- Job Purpose:** The Receptionist is responsible for the provision of administration support to the College as the first business contact and public face reflecting the College ethos and mission.

Major Responsibilities

- First point of call for general enquiries to the College
- Maintain the telephone system
- Receipting cash and EFTPOS payments
- Maintaining office stationery supplies and photocopiers throughout the College
- Assist with the preparation and distribution of outgoing/incoming mail
- Monitoring the movement of staff, students and visitors entering and leaving the College grounds
- Provide administrative support to Student Services and Absentees
- Assist the First Aid Officer with students requiring medical attention

Selection Criteria

The successful applicant must be able to demonstrate the following:

Essential:

- Willingness to uphold and live the Mission, Vision and Christian values of Kennedy Baptist College
- Outstanding verbal and written communication skills
- Ability to work in a team and individually
- Proficiency in secretarial skills and superior knowledge and understanding of word processing, email and database programs
- Outstanding interpersonal skills to liaise with students, staff, parents and the community
- Ability to maintain confidentiality, and to demonstrate initiative and creativity in work skills
- Excellent organizational skills.

Desirable:

- Experience using TASS and SEQTA software
- Current First Aid certificate
- Experience in a secondary school environment.