

Student Receptionist

OVERVIEW

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

Office Administration roles are critical to the effective operation of St Columba's College. They provide the necessary support and infrastructure for the core educational mission of the College to be achieved. By their very nature, these roles are highly complex, involving periods of sustained independent work, as well as frequent and varied contact with all members of the College community. As a result, these roles demand flexibility and the ability to work in a highly collaborative and supportive way with all other members of the Office Administration team. Furthermore, it is expected that each member of the Office Administration Team will respect and actively protect, the confidentiality, sensitivities and privacy of those persons and matters with which they deal.

They are required in their daily duties to act at all times, in all ways consistent with the values and qualities embodied in the charism of the Sisters of Charity, and expressed in the College Mission Statement.

PRIMARY OBJECTIVE OF THE ROLE

The Student Receptionist has the responsibility of being the first point of contact for students of St Columba's College outside the regular classroom structures and for matters relating to attendance, administration and general queries. The primary objective is to ensure all students are attended to promptly, hospitably and informatively. The Student Receptionist has the responsibility of co-ordinating Student Reception in accordance with College, Catholic Education Melbourne (CEM) and Department of Education and Training (DET) Policies and Procedures.

Major Areas of Responsibility

The Student Receptionist will:

- i. co-ordinate the student reception office
- ii. administer and support the implementation of the College Attendance Procedures
- iii. with the First Aid Officer, support the operation of the College Sick Bay
- iv. attend to general responsibilities in the area of Student Reception

STATEMENT OF DUTIES

The following duties are aligned to the four major areas of responsibility of the Student Receptionist.

Co-ordinate Student Reception	<ul style="list-style-type: none"> - Handle student, parent and teacher enquiries and direct the enquiry to the appropriate person as required. - Inform the most appropriate leadership person of student-related issues as they arise. - Maintain weekly housekeeping duties as per Student Reception Procedures. - Manage student lost/stolen property logbook and the "Confiscated Items" register and return process. - Maintain Student Reception Procedures Manual. - Print and display "Extras" from the College Intranet daily, to advise students of changes to timetables and rooms. - Arrange counselling appointments. - Manage the diary for the Head of Students. - Through the Office Manager provide administrative support to the Head of Students when required. - Maintain folder and register for students with special arrangements, and monitor exit plans as required.
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	<ul style="list-style-type: none"> - Filing and archiving of documentation as required. - Procurement and monitoring of stock (student badges, house labels, signs, ribbons, etc). - Check, follow-up and clear Student Reception email.
<p>Administer and support the implementation of the College Attendance Procedures</p>	<ul style="list-style-type: none"> - Co-ordinate the student attendance functions and use the College Student Management System to support the implementation of the College Attendance Procedures. - Check the Absentee line and use the Student Management System to record Parent Notified Absence or Follow-up Absences. - Monitor student attendance and provide updates to the House Leaders and Head of Students – produce and distribute daily report of individual student absences. - Follow-up absences from rolls each period and daily. - Manage students leaving early for appointments. - Maintain the attendance database with school-related absences and school-approved absences so that these are reflected accurately in teacher roles. - Enter student absentee notes, check and maintain accuracy of records entered by staff. - Transfer any hard-copy rolls into the Student Management System for excursions and off-site activities. - With the Office Manager, take responsibility for the DEEWR/CEM attendance data reporting requirements, including data checking and uploading. - Use the SMS system to communicate unexplained absences to parents daily. - Manage the extended Leave of Absence requests with the Head of Students. - Prepare attendance material as required for whole school activities such as College Sports Carnivals, including parent sign-in books.
<p>With the First Aid Officer support the operation of the College Sick Bay</p>	<ul style="list-style-type: none"> - Provide relief in the College Sick Bay to cover scheduled breaks. - Assist in First Aid as required. - Contact parents/legal guardians for student collection when required. - Use the Student Management System to enter student management in Sick Bay. - Assist in the management of First Aid Administration (for example, Student ASCIA and Asthma Plans).
<p>General Responsibilities</p>	<ul style="list-style-type: none"> - Maintain record of staff member First Aid Qualifications and with the Head of Human Resources organise training as required. - Provide administrative and other support for College functions as requested by the Office Manager.
<p>Other</p>	<p>The Student Receptionist will at times, be required to undertake other duties related to the role as directed by the Principal.</p> <p>In negotiation with the Principal, it is possible for this role to evolve to capitalise on the individual strengths and initiative of the person in the position.</p>
<p>Commitment to Child Safety</p> <ul style="list-style-type: none"> - experience working with children - a demonstrated understanding of child safety - a demonstrated understanding of appropriate behaviours when engaging with children - familiarity with legal obligations relating to child safety (eg mandatory reporting) - be a suitable person to engage in child-related work 	

<p>RISK AND OCCUPATIONAL HEALTH AND SAFETY The Student Receptionist will:</p> <ul style="list-style-type: none"> – comply with legislated occupational health and safety practices and participate in consultative processes – observe safe work practices in accordance with training and instruction given – identify, report and, where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety.) – promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility 	
Background & Qualifications	<ul style="list-style-type: none"> – Proficiency in the use of technology – Some administration and/or reception experience – First Aid Qualifications
Other Requirements	Flexibility to vary working hours to fulfil requirements of position
Contract & Conditions	<p>Tenure: Ongoing</p> <p>Time Fraction: Full-Time</p> <p>Hours of Duty: Monday – Friday 8.00 am – 4.06 pm</p> <p>Remuneration: Level 2 , Salary Range \$55k-\$61k depending on experience</p> <p>Direct Report: Office Manager Area of Responsibility: Head of Students</p> <p>Classification: School Officer Category C (seven weeks leave – one week per term break and four weeks in the December/January holiday period)</p> <p>Conditions: Entitlements under the Victorian Catholic Education Multi Enterprise Agreement 2013</p> <p>Dress Code: Administration Staff College Uniform</p>

AUTHORISED BY: PRINCIPAL

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