**Role Description: Receptionist**

*Therefore encourage one another and build each other up, just as in fact you are doing.*

*(1 Thessalonians 5:11)*

**Mission:** With Catholic Faith as our Compass, celebrated in the Eucharistic

community of Sancta Maria College we will nurture confident,

compassionate and connected life-long learners. We will be inspired

to make a positive difference to a future global community and to the

wider Catholic Church to which we belong.

**Responsible to:**  The Business Manager

**Functional Relationship with:** Senior Leadership Team

Staff and Students

SMCPS Administration

Contributing Schools

School Bus Company

School and Wider-School Community

St Lukes Parish Office/Priest

Visitors from Education Sector

Visitors from Business Community

Visitors from the Catholic Office/Diocese

**Responsible for:**

* Maintaining and promoting a pleasant and welcoming atmosphere to those that visit the School Reception area
* Being professional, courteous and enthusiastic at all times
* Provision of administrative/reception duties
* Administrative functions
* Assisting with Staffroom Duties (start/end of day)

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| **KEY TASKS** | **EXPECTED OUTCOMES** |
| 1. Effective use of student management system | Use the Student Management System for:   * Preparation of daily student notices taken from calendar details and information forwarded from staff * Promptly locate Timetables of both students and staff * Assist students to access KAMAR passwords and log on requirements * Enter school trips following confirmation of bus and taxi quotes. * Preparation of weekly runner roster. |
| 1. Administrative functions to achieve quality operational outcomes. | Update and display current notices on electronic signage; monitor CCTV security cameras and download appropriate data as required; preparation of weekly out of hours activities and notifications to security company; administer booking system for school van usage including reconciliation of mileage at the end of each term and distributing to the Heads of Department; administer and monitor booking system for the use of the Auditorium from within school staff, Sancta Maria Catholic Primary School, and St Lukes community; notification to school bus company for changes to any school start or finish times; holiday notifications to suppliers and contractors (couriers, milk, paper, document destruction etc); ordering of stationery and consumables for SLT and administration staff; updating administration information booklet as required; labelling of staff cubbyholes at the start of each year and ongoing changes resulting from staff changes; responsible for the monitoring of photocopier supplies and repairs and maintenance of all machines throughout the college; assist with the organisation of the sibling sessions of the yearly student photos. |
| 1. Support to teaching staff to assist in teaching and learning functions | Obtain quotes for transportation via buses and taxis for EOTC activities; maintain an effective sign-out system for usage of audio visual equipment and specific keys, update staff telephone extensions and messaging system as required for new staff changes; organisation and distribution of yearly staff teaching planners; preparation of name signage for parent/teacher interviews; opening and distribution of all mail and resources to departments in a timely manner, arranging for return of resources via courier as required; distribution of printing discs to staff and training of photocopier use. |
| 1. Support Deputy Principal in Professional Development function | Assist Deputy Principal with reconciliation of the professional development programme within the College, enter relief onto KAMAR advising staff approval given to register for requested PD; reconcile invoices against bookings following receipt of monthly accounting report from Business Manager. |
| 1. Administration staff support | Ability to act in a relieving capacity in Student Centre when staff are absent to ensure the continued efficient running of this area; assist with the administering of medical assistance to staff and students in a caring and efficient manner when medical officer is not present, ability to work as a team member within the administration team. |
| 1. General administrative tasks | Responsible for the regular downloading of Ministry of Education circulars from website and despatched accordingly to ensure up-to- date information is received; assist with Fire Warden evacuation duties as delegated; ability to act in a relieving capacity in Student Centre when staff are absent to ensure the continued efficient running of this area; ensure the Reception area is a tidy and pleasant environment; general administration duties as required and directed by the Business Manager or Principal. |
| 1. Staffroom Functions | Dishwashers are stacked and turned on at the start of the day and emptied at the end of the day. |

***Limitations of Authority***

*Changes to procedures or routines must receive prior approval from the Business Manager. The Business Manager or Principal may make changes at any time in consultation with yourself.*

**Conditions of Employment**

This position is a part time position, 37.5 hours per week with usual hours of work being 8.00 am to 4.00pm. Employed under the Terms and Conditions of the Support Staff in Schools’ Collective Agreement hourly rate based on skills and experience.

**Role Description: Receptionist**

**Reviewed:** September 2020 Louise Moore, Principal

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*Louise Moore* Date

**Principal**