

POSITION DESCRIPTION

Position Title	Receptionist & First Aid Officer
Employment Status	1.0 FTE, ongoing contract
Position Reports to	Business Manager

North-Eastern Montessori School

North-Eastern Montessori School is an independent School offering curriculum based on the Montessori philosophy for children from 18 months to Year 6. At North-Eastern Montessori School, the prepared Montessori environment facilitates the development of self-discipline, independence, self-motivation, concentration, respect and patience leading to a natural love of learning.

ROLE PURPOSE

The Receptionist is the first point of contact for enquiries to the School. The Receptionist performs a full range of secretarial and administrative support functions, including prompt, courteous and effective communication with internal and external stakeholders. The Receptionist will foster and promote positive relationships amongst the North-Eastern community, and with parents and prospective parents. The Receptionist, performing the dual role of First Aid Officer, also co-ordinates all activities related to First Aid at the School.

KEY RESPONSIBILITIES

- Ensure that welcoming and supportive interactions occur with all who communicate with the School.
- Act as the first point of contact for both internal and external general enquiries and requests for assistance, maintaining appropriate confidentiality and either responding or directing these to other staff members as appropriate, so that timely and relevant responses are provided.
- Receive, sort, and distribute incoming mail and parcels.
- Maintain stationary stores and order new stock as required.
- Assist with excursion bookings.
- Assist to maintain the accuracy of the student attendance records, including data input using the Schools student management system.
- Provide administrative support to the Administrative Team as required, including data entry, general assistance, making appointments and producing reports and correspondence.
- Attend relevant meetings as required.
- Attend to various other administrative duties, as required by the Business Manager
- Provide First Aid support when on campus, and ensure that all aspects related to First Aid are up to date and compliant with School policies and procedures.

REQUIREMENTS

- Certificate/Diploma in Business or related Qualification and/or previous experience in a similar role.
- Advanced skills in the use of the Microsoft Suite of software, Word, Excel, Access and PowerPoint.

- Excellent interpersonal skills with demonstrated ability to build rapport and interact effectively at all levels within the School.
- The ability to work autonomously, prioritise work and deliver to deadlines, attention to detail and a well-ordered approach to work.
- Commitment to the School's ethos and vision.
- Willingness to adopt new work practices and tasks in line with changes in technology
- Current First Aid, CPR, Anaphylaxis and Asthma training
- Excellent communication skills and ability to establish positive relationships with all members of the community
- Act in accordance and comply with all School policies and procedures.
- Participate in and contribute to quality improvement programs and adhere to the School values.
- Comply with all Child Safe Standards.

IMPORTANT INFORMATION

All employees are required to:

- Act in accordance and comply with all School policies and procedures.
- Participate in and contribute to quality improvement programs and adhere to the North-Eastern Montessori School values.
- Comply with the requirements of the Australian Children's Education and Care Quality Authority.
- Comply with all Child Safe Standards.

Position description last updated:

2024

