



High School Reception & Administration Officer Position

Thank you for your interest in applying for the High School Reception & Administration Officer Position at Samford Valley Steiner School. This is a Part-time Contract position. The package for the above position is enclosed. It is composed of:

1. Information for Applicants
2. Role Description
3. Selection Criteria

Should any of the above documents be missing from your package, please contact the office on 07 3430 9600.

Please read these documents carefully before seeking further information.

Yours sincerely,

Smitha Mallya
Economic Development Manager



INFORMATION FOR APPLICANTS

Thank you for your interest in the advertised position of High School Reception & Administration Officer. The aim of this *Information for Applicants Package* is to help you understand the selection process so that you can present your best case for appointment.

The basis for selection is the relative merit of each applicant in relation to the selection criteria identified in the *Role Description* and the *Selection Criteria*.

Role Description

The *Role Description* should be read carefully. It provides information regarding the following:

1. Position title
2. Area
3. Location
4. Role Relationships
5. Role Context
6. Role Purpose
7. Key Accountabilities

Remuneration

As per experience and in line with the current Staff Award Level (AO33)

Hours of Duty

Regular school hours:

Four Days a Week - 8.00am – 4.00pm (7.5 hours)

School holiday hours:

Four Days a Week - 8.00am – 4.00pm (7.5 hours)

Contract Duration

Terms 2, 3 & 4 of the SVSS 2021 School Year.

How to Apply

Your application should include:

1. A brief summary of your career, outlining relevant positions you have held and major responsibilities.
2. Statements, which concisely but fully describe how you consider yourself suitable against each of the selection criteria.
3. The names, positions and telephone contact numbers for two referees who can comment on your suitability for the position.

Your application should be emailed to rcaynes@samfordsteiner.qld.edu.au and marked *Confidential – High School Reception & Admin Officer Position*.

Closing Date

Applications close at **12pm, Friday, 5 March 2021.**

**Selection Process**

All applications received will be acknowledged. If you do not receive confirmation of your application, please email rcaynes@samfordsteiner.qld.edu.au .

Short listed applicants will be contacted by phone and will be required to attend a face-to-face interview. All applicants will be notified of their outcome.

Contacts for Further Information

If you require further information after reading this information package, please call the school on 07 3430 9600 to discuss with Smitha Mallya, Economic Development Manager.

ROLE DESCRIPTION – SAMFORD VALLEY STEINER SCHOOL

POSITION DETAILS	Position Title	High School Reception & Administration Officer
	Area	High School
	Position Reports to	Economic Development Manager
	Role Location	Brisbane (Samford)
	Key Role Relationships	High School Faculty Director Economic Development Manager School Director Teachers Students

ROLE CONTEXT	<p>The Samford Valley Steiner School (SVSS) has experienced considerable growth since its inception in 1987, most notably over the past four years. This growth has included a High School operating since 2006, significant capital works, an increase in both students and staff and, importantly, double streaming in primary school.</p> <p>Administrative roles within the School exist primarily to support the teachers to do their work in delivering the uncompromised Steiner education to students and to help facilitate the School's growth over time.</p>
ROLE PURPOSE	<p>The High School Office staff work collaboratively with the High School Faculty, administrative and finance team to provide a quality service in response to both internal and external queries and needs, enhancing the image, professionalism and reputation of the School.</p> <p>This role is the first point of contact for enquiries to the High School, necessitating quality communications and reception activities. In addition, High School Office staff manage student, parent and staff requests for assistance, requiring a calm and efficient approach to the varying demands in order to achieve all necessary tasks.</p>
KEY ACCOUNTABILITIES	<p>Safety and Compliance</p> <p>Safety is a priority for all SVSS staff. All staff employed in any capacity by SVSS are expected to understand and effectively apply safety policies and practices as relevant to their role.</p> <p>Reception Duties</p> <p>Act as the first point of contact for both internal and external general enquiries and requests for assistance, including referral to School Policies, maintaining appropriate confidentiality and either responding or directing these to other staff members as appropriate, so that timely and relevant responses are</p>

provided, which contributes to the smooth running of the School and enhances the School's professional image.

Ensure that the High School Office is well presented and runs efficiently and effectively, through adequate maintenance of equipment and resources to ensure that all ongoing operational outcomes are met. Monitor attendance of students and keep records up to date.

Administrative Support

Undertake general administrative and support duties as required which contribute to the smooth and effective daily operations of the High School, archiving, making room bookings, making appointments and producing reports and correspondence as well as distributing information to staff and the school community as required, and other duties as directed by the High School Faculty Director or Economic Development Manager.

Student Management

Establish and maintain accurate and confidential student and family records to assist in the effective and timely management of student needs throughout the School year. Undertake all necessary activities to maintain the central register of students, providing this information to staff as required, to ensure that accurate School records are retained.

Assist with the distribution of student reports each Semester, so that students and their parents receive accurate and timely feedback on education progress, as required.

First Aid and Emergency

Ensure that any accidents or illnesses are managed promptly and effectively and that such action is appropriately documented, including provision of First Aid, requesting emergency assistance and notification of parents/guardians as required, as part of the strong ethos of duty of care at the School.

General

In consultation with the Economic Development Manager and the High School Faculty Director, proactively identify, develop and implement systems and processes which will improve current administrative practices and ensure a smoother and more effective delivery of Steiner education to students.

This role is a short-term contract April -December 2021, 0.80FTE (4 days a week. 8.00am to 4.00pm).

Approval:	High School Reception & Admin Officer	Economic Development Manager
	Name: _____ Signature: _____ Date: _____	Name: _____ Signature: _____ Date: _____
Received By HR/ Admin:	Signature: _____ Date: _____	



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SELECTION CRITERIA

Position title: High School Reception & Admin Officer

Desirable Qualifications and Legal Requirements

1. Current First Aid Certificate.
2. Previous administration/reception duties in a school setting
3. Blue Card

Selection Criteria

1. Previous administration experience.
2. A current First Aid certificate or the ability to obtain one.
3. A willingness to receive instruction and openness to working as a team member with an understanding or awareness of Steiner Education and Anthroposophy.
4. The ability to communicate well with teachers, children and parents in a way that is in-keeping with the ethos of the school.