



Primary & High School Receptionist Position

Thank you for your interest in applying for the Receptionist Position at Samford Valley Steiner School. This is a 2 year Fixed Term, Term time, Part-time, 3 Days (21 hours) per week position. The package for the above position is enclosed. It is composed of:

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

Selection Process

All applications received will be acknowledged. If you do not receive confirmation of your application, please email sellis@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.

Please read this document carefully before seeking further information. Should you need any other information, please contact Shannon Ellis at sellis@samfordsteiner.qld.edu.au

Yours sincerely,

Smitha Mallya
Economic Development Manager

INFORMATION FOR APPLICANTS

Thank you for your interest in the advertised Receptionist position. 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 requirements 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

Level ADML3S1 of the Samford Valley Steiner School 2022 Enterprise Agreement.

Hours of Duty

Hours as below: Term Time only

- Wednesday (Primary School) - 8.00am – 4:00pm (with 30 minutes unpaid lunch break)
- Thursday (High School) - 8.00am – 3:15pm (with 30 minutes unpaid lunch break)
- Friday (High School) - 8.00am – 3:15pm (with 30 minutes unpaid lunch break)

Duration

2-year Fixed Term, Term Time, Part-Time, 21 hours per week

How to Apply

Your application should include:

1. A 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**. Please note that applications without a response to selection criteria will not be shortlisted.
3. The names, positions, and telephone contact numbers for two referees from your past employment, who can comment on your suitability for the position.

Your application should be emailed to our HR Officer, Shannon Ellis sellis@samfordsteiner.qld.edu.au and marked *Confidential – Primary School Reception & Admin Officer Position*.

Closing Date

Applications close at **12pm, Monday, 30 January 2023**.

SELECTION CRITERIA

Position title: Receptionist

Desirable Qualifications and Legal Requirements

1. Current First Aid Certificate.
2. Previous administration/reception duties, preferably in a school setting.
3. Blue Card
4. COVID-19 Vaccination compliant.

Selection Criteria

1. Reception, administration, and systems (MS Office) experience. TASS experience highly beneficial.
2. Current First Aid and CPR certificates or the ability to obtain them soon. Experience of dealing with first aid needs, ideally for primary school children.
3. A willingness to receive instruction and openness to working as a team member with an understanding or awareness of Steiner Education and a commitment to our Core Principles <https://www.samfordsteiner.qld.edu.au/about-us/vision/>
4. Emotional resilience, excellent written and verbal skills, and ability to communicate well with teachers, children and parents in a way that is in-keeping with the ethos of the school.
5. Calm and collected telephone and Front Desk demeanour and ability to multi-task on phone calls, in-person interaction and office duties in an organized and timely manner.
6. Strict adherence to confidentiality.

ROLE DESCRIPTION

Position Title	Receptionist
Area	Primary & High School
Position Reports to	Economic Development Manager
Role Location	Brisbane (Samford)
Key Role Relationships	Economic Development Manager Primary & High School Faculty Directors 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 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 Receptionist works collaboratively with the Faculties, 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 School, necessitating quality communications and reception activities. In addition, Reception staff manage student, parent, and staff requests for assistance, requiring a calm and efficient approach to the varying demands to achieve all necessary tasks.</p>
Key Accountabilities

Safety and Compliance

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.

Reception Duties

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

Ensure that the Primary & High School Offices are well presented and run 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. Able to uphold and be committed to our core principles

<https://www.samfordsteiner.qld.edu.au/about-us/vision/>

Administrative Support

Undertake general administrative and support duties as required which contribute to the smooth and effective daily operations of the Primary & 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 School Director, Economic Development Manager or Faculty Directors.

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.

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.

General

In consultation with the Economic Development Manager 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 Fixed Term (until December 2024), Part-Time, 21 hours per week (Wed, Thu, Fri).

Approval:	Receptionist	Economic Development Manager
	Name: _____ Signature: _____ Date: _____	Name: _____ Signature: _____ Date: _____
Received By HR/ Admin:	Signature: _____ Date: _____	