

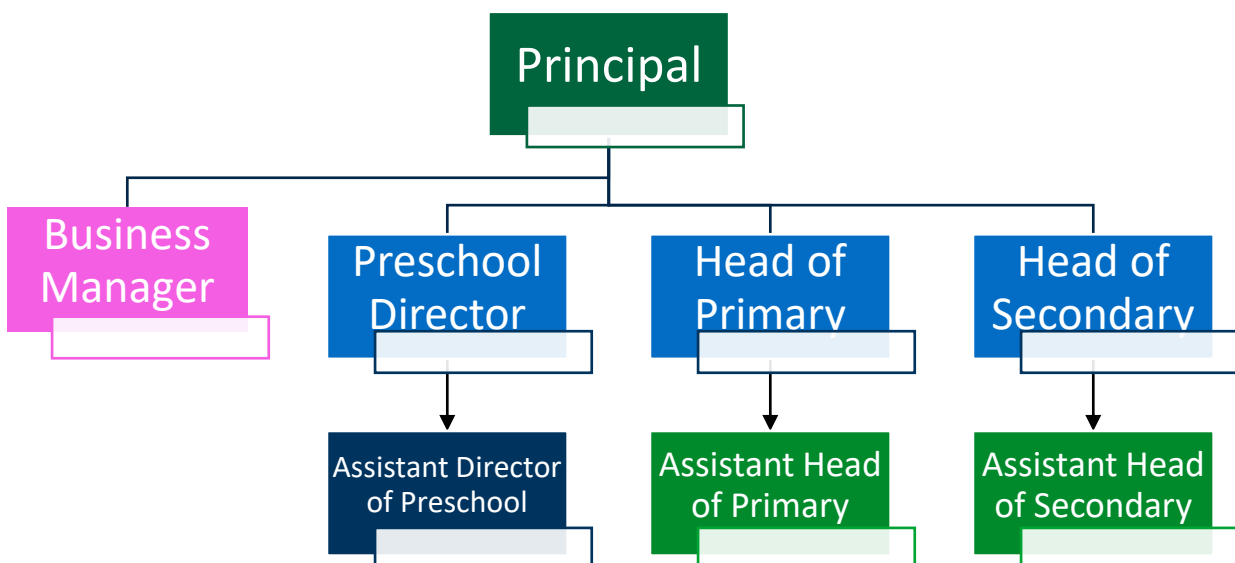


POSITION DESCRIPTION

Receptionist

Title	Receptionist
Appointed by	The Principal
Responsible to	Business Manager

Emmaus Management Structure





Position

- Permanent
- Part-time (FTE 1.0) 8:30 am – 3:30 pm - 5 days per week for 42 weeks.

Tasks and Responsibilities

- Answers telephone for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Greets individuals entering the building (e.g. visitors, parents, students, contractors, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate location in accordance with established building security procedures.
- Administers first aid (1st response).
- First aid room management, keeping Action Plan Booklets up to date and arranging of collection of regulated medical waste bin.
- Receive all emails to the school's general email account and process/forward on as necessary.
- Maintains reception area materials for the purpose of providing resource information to visitors.
- Performs general secretarial and clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Managing mail, special deliveries, packages, supplies, etc. for the purpose of distributing these items to appropriate parties.
- Responsible for organisation and general tidiness of Reception Area
- Processing all late slips.
- Respond to student enquiries and directing them to appropriate staff.
- Receive and receipt all monies that come over the counter.
- Maintaining and controlling the school's WWVP Register.
- Opening and shutting gate in mornings and afternoons.
- Putting out school crossing flags in the mornings.
- Working Bee coordination.
- Staff Birthdays coordination.
- Organise collection of old toner cartridges as necessary.
- Distribution of holiday happening booklets, school photos, etc.
- Additional tasks as required by Business Manager.