

Position Description

<i>Position:</i>	Receptionist
<i>Reporting to:</i>	Administration Manager
<i>Type of Position:</i>	12-month contract, with the potential of becoming ongoing
<i>Position Hours:</i>	Part-time 15.2 hours per week (0.4 FTE) during school terms
<i>Review Date:</i>	January 2022

Summary:

Bayside Christian College is a coeducational, ELC to Year 12 Christian College.

Bayside Christian College “exists to help parents equip their children for effective, God-glorifying lives as Christians in the world” (Constitution p. 8). It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church. As the Receptionist frequently interacts with students, parents and staff during the course of employment, the role entails the direct modelling of the Christian faith, in word and deed, in our Christian learning community through such practices of faith as:

- Praying for the welfare of the College community, its students, parents and staff
- Participation in staff devotions, including leading such devotions from time-to-time
- Demonstrating the Lordship of Christ over all creation including education and work
- Respecting students, parents and staff as fellow image bearers of God and co-workers in His ongoing Kingdom purposes of restoring and redeeming His creation
- Where appropriate, supporting teachers in classes with the delivery of the teaching and learning process, consistent with Bayside’s Christian worldview perspective.

Position Overview:

Bayside Christian College is a coeducational, ELC to Year 12 Christian College.

The Receptionist is responsible for being the key front office contact for the College. The position covers functions including reception and telephone, First Aid, mail and deliveries, and student absences. The Receptionist is a member of the Administration Team.

Position Responsibilities:

- Answering and directing incoming telephone calls
- Responding to inquiries to the College info email address
- General reception duties including mail and deliveries

- Entering daily student absences into the College student management system, and making follow up communication with families
- Providing daily first aid requirements for students
- Collating first aid kits for school camps and excursions
- Supporting other administration staff as required
- Other tasks as requested by the Administration Manager.

Person Specification:

- A sound understanding of and commitment to the Christian mission and philosophy of the College
- Be an active member of the Christian church
- Strong communication skills, both written and verbal
- Good organisational ability, capacity to multitask and excellent attention to detail
- A high level of computer literacy with experience in word processing, spreadsheets and databases
- A high standard of personal presentation and integrity
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.
- A commitment to maintain utmost confidentiality and a strong awareness of relevant privacy requirements, particularly in relation to working with children and families
- Must hold a WWCC (employee) and current First Aid Certificate
- Displays initiative, common sense and problem-solving ability.

It is a requirement of this position that the College's Child Protection Policy and Child Safety Code of Conduct are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of the College's Child Protection Policy and Child Safety Code of Conduct.

This Position Description may change at the discretion of the Principal; it is subject to annual review.