



Front Office Reception

To provide exceptional customer service and administration support to the School community.

Full Time Position

**APPLICATION DEADLINE:
FRIDAY MARCH 26, 2021 AT 5:00PM**

APPLY ONLINE at:

<https://www.maitlandcs.nsw.edu.au/contact-us/employment/>



Our Story:

Maitland Christian School is an established Prep to Year 12 Christian School located in the beautiful Hunter Valley. The School has been providing quality Christian education for over 35 years within a vibrant community that emphasises an individual's strength as we aim for faith development, academic, sporting and cultural excellence. The School is modern and well-equipped and employs qualified staff, who are committed Christians and are active members of their local church.

Maitland Christian School is a great school built with great staff. We value quality leaders and educators, and it is our vision to see students' lives transformed through a Bible-based, excellence focused, strengths enriched and missionally outworked education. Here is a message from our Principal on exactly that: <https://www.maitlandcs.nsw.edu.au/our-vision/>

Maitland Christian School's Purpose is to be:

“A Christian education community, growing faith, character and abilities, through teaching and learning excellence in partnership with families and the Church”

The Core Values of Maitland Christian School are:

Faith – We know, proclaim, walk in and share the promises of God's word.

Unity – We encourage each other and work together in love.

Excellence – We pursue the highest possible good of each other.

Generosity – We give of ourselves and our resources out of a heart to serve.

Growth – We develop our strengths to glorify God.



Interested in applying?

About the role:

The objective of the Front Office reception is to ensure this office is offering exceptional customer service and administrative support to the School community. Providing the gift of hospitality as the friendly face of the School is an important role at the School. You will be accountable to the Office Supervisor. To request more information email jobs@maitlandcs.nsw.edu.au

Salary:

Salary will be in line with NSW Christian Schools General Staff Multi-Enterprise Agreement 2020-2023 at the level of responsibility and experience of the successful applicant.

Selection Process:

Following the close of applications, the Selection Committee of the School will consider applications and prepare a short list of candidates for interview. It is expected that at least one round of interviews will be undertaken.



Key Responsibilities:

- Provide exceptional customer service and hospitality from the front reception.
- Manage the majority of incoming phone calls to the School.
- Maintain the School student roll.
- Support the Front Office team

Essential Characteristics:

- Committed Christian actively involved in a Church.
- Committed to the principles of Christian Schooling.
- A heart to see the whole team and organisation succeed.
- Ability to plan, organise and prioritise work in a demanding environment.
- Ability to utilise sound independent judgement and initiative in fulfilling responsibilities.
- Ability to respect and maintain confidentiality.
- Ability to establish and maintain effective interpersonal relationships and effectively communicate using fact, patience and courtesy in a manner that reflects positively on the School.
- Accuracy and high attention to detail.
- Computer literacy with experience in word processing and spreadsheets.
- Willingness to continue to learn and grow.
- Hold a current First Aid Certificate



Desirable Characteristics:

- Good understanding of Christian education.
- Experience in School Management Systems.
- Knowledge of standard record keeping, filing systems and procedures.

Specific Duties:

1. Front Reception

- 1.1. Welcome all visitors to the School and ensure their initial experience at the School is extremely positive.
- 1.2. Manage the sign in process and ensure the School has all required information for visitors and contractors, including maintaining a register of Working With Childrens Checks where required.
- 1.3. Answer phone calls and direct requests to the most suitable person.
- 1.4. Assist Student Reception with the distribution of medications.
- 1.5. Assist Student Reception with First Aid if required.
- 1.6. Receive and receipt EFTPOS and cash payments.
- 1.7. Hand out and receipt keys for casual staff.
- 1.8. Receive deliveries.
- 1.9. Collection and processing of Excursion notes and payments.
- 1.10. Open and prepare Front Office each morning.



2. Administration

- 2.1. Maintain the student rolls in line with School policy. This includes, amongst other things, chasing up late rolls, sending absent sms to parents, recording absences, sending daily welfare messages, and ensuring absences are followed up in line with our policies.
- 2.2. Maintain and reconcile the petty cash register.
- 2.3. Assist in the organisation of School events.
- 2.4. Collect and sort the mail.
- 2.5. Maintain the rolls in the evacuation kit.
- 2.6. Preparation of Awards (ordering supplies, printing certificates etc.)
- 2.7. Maintaining a high quality presentation of the front office and foyer.
- 2.8. Read and distribute the Office emails.

3. Other

- 3.1. Other tasks as directed by the Principal, Business Manager or Office Supervisor.