



SCHOOL RECEPTIONIST/SECRETARY

FULLTIME

PURPOSE OF THE POSITION

To carry out the Reception and Secretarial duties necessary for the efficient functioning of the School Office.

Responsible to: The Principal

Education and Experience

- Sound knowledge of administrative and clerical procedures and protocols
- Sound knowledge of computers and preference for knowledge of TASS school software system
- Sound knowledge of customer service principles and practices
- Efficient Keyboard skills
- Apply First Aid course certification

Key Competencies

- Verbal and written communication skills
- Professional personal presentation
- Customer service orientation
- Information management
- Organising and planning
- Attention to detail
- Initiative
- Reliability
- Stress tolerance
- Punctuality
- Flexibility

Desirable Skills/Qualifications

- Evidence of eligibility to work in Australia
- Current Blue Card holder
- Current Senior First Aid certificate

Relating to and Communicating with

- The Principal
- Administrative staff
- Teaching Faculties
- Board
- Parents and Visitors
- Students
- Suppliers

12.02.2019

Main Job Tasks and Responsibilities

- Answer telephone, screen and direct calls
- Take and relay messages
- Provide information to callers
- Greet persons entering organization
- Direct persons to correct destination
- Deal with queries from the public and customers
- Ensure knowledge of staff movements in and out of organization
- Monitor visitor access and maintain security awareness
- Provide general administrative and clerical support
- Prepare correspondence and documents
- Receive and sort mail and deliveries
- Schedule and maintain appointment diary electronically
- Organise room bookings
- Co-ordinate meetings and organise catering
- Monitor and maintain office equipment
- Control inventory relevant to reception area
- Tidy and maintain the reception area and first aid room

Apply to:

The Principal
Noosa Pengari Steiner School
employment@noosasteiner.qld.edu.au

Applications should include:

Cover letter
Resume with contact details of at least two professional referees

Closing Date:

9am Monday 25th February 2019