



Guildford Grammar School

POSITION DESCRIPTION

Position Title:	Receptionist / Administration Support, Senior School
Date established:	March 2024
Reports to:	Personal Assistant to the Deputy Principals

POSITION OVERVIEW

The Receptionist / Administration Support provides general administration support to teaching and non-teaching staff in the Senior School and thrives on a 'can-do' attitude. The incumbent enjoys a highly collaborative environment and working directly with students, staff and parents to provide excellent customer service. The incumbent demonstrates outstanding organisational and time management skills and can manage competing demands with professionalism and ease.

REQUIRED COMPETENCIES AND SKILLS

Education and training

- Relevant qualifications and/or experience.
- Knowledge of Microsoft Suite (Word, Excel, Outlook).
- Experience in SEQTA or Synergetic (is desirable).

Personal Attributes & Values

- Initiative – Collaborate effectively with others and able to take on managing tasks without supervision.
- Team player – Actively contribute to the team on various projects or tasks.
- Flexible – With time and prepared to start early or work later when required.
- Personable – Able to get along with others and is approachable and friendly.
- Efficient – Completes tasks in a timely manner.

- Detailed - Takes care in work and takes time to review documentation prior to sending/sharing.
- Presentation – Adhere to the dress code.
- Demonstrate a commitment to the Purpose and Values of the School.
- Be supportive of the ethos and values of the Anglican tradition of the School.
- Enjoy and respect diversity in our students, parents and staff.
- Demonstrate outstanding communication skills and the ability to quickly build rapport staff, students and parents.
- Have strong organisational and time management skills with an ability to manage and prioritise a number of concurrent tasks whilst meeting prescribed deadlines.
- Have strong computer skills and experience with a variety of relevant software.
- Have excellent administration and communication skills.
- Be responsible and held accountable for continuing compliance with our Child Safe and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the Policy and enact the Policy at all times. All staff have a responsibility to immediately raise any concerns they have about child protection to the Principal.

KEY RESPONSIBILITIES AND TASKS

These include, but are not limited to:

- Welcome visitors and guests to the School and direct appropriately.
- Answer and direct calls in a friendly and professional manner.
- Undertake routine telephone duties, take messages, note appointments and other reception duties as required.
- Distribute incoming mail/parcel/printing-distribution in a timely manner. Manage outgoing external mail.
- Provide administration support to Year 7/8 HUB
- Provide general administration assistance to Senior School administration team.
- Prepare and distribute Daily Notices on SEQTA
- Data entry of pastoral notes/co-curricular into SEQTA when required.
- Assessment booking and calendar management.
- Ensure the senior administration reception area / kitchen / meeting spaces are clean, tidy, and presentable.
- Filing management, including filing of student information into files share.
- Photocopying, scanning, and printing of school documents as required.

- Managing bookings of Senior Administration meeting room.
- Provide administrative support to the reporting process.
- Provide support for the organisation of parent teacher interviews.
- Assistant the Student Services Administrator with Sign In and Sign Out management and provide back up in absence.
- Student communication management including forms, lost property, and confiscated items.
- Assistant with excursion management.
- Provide assistance as an exam supervisor during periods of student exams (Longer hours)
- Provide administrative assistance for events preparation including awards evenings, including ticketing and valedictory.
- Control stock management of stationery.
- Provide timetable for School events e.g. Photo Day.
- Detentions – print the list for duty teacher
- Other duties as required.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.