POSITION DESCRIPTION

POSITION TITLE: Student Reception (Part-time – Term Time)

POSITION CLASSIFICATION: School Officer Level 3

REPORTS TO: Deputy Principal of the College with overall responsibility being to the College Principal.

TIME ALLOCATION: 20 hours/week, 39 weeks/year

DATE OF PREPARATION: 1 March 2016

POSITION SUMMARY
The Support Officers in Middle and Senior Years of the College is part of the College Student Services Team and is involved in the ongoing support of staff and students in Years 6-12. The Student Reception Officer is the front line of interactions with students as they seek support from staff in a range of areas. They are also a key member of the team in the support of other needs including the release of other support staff for breaks.

KEY RESPONSIBILITIES
- The Student Reception Support Officer:
  - Provides the first response to students, staff and other visitors to the school as they present to the Student Reception window.
  - Contributes to the effective and efficient management and administration of the school by providing a high level of administrative support to the College community.
  - Operates from the Student Reception area of the Student Administration building.
  - Knows, understands and implements College guidelines
  - Demonstrates a calm, caring and respectful manner and model the College's core values to a high standard.
  - Is a member of the College Student Services Team.
- The Role has 3 components
  - Student Reception
    - Receipt of student communications
    - Respond to student requests and render assistance as required
    - Locker management
  - Teacher Support
    - Word Processing as required
    - Excel data manipulation
    - Photocopying
    - Preparation of Newsletters
    - Exam preparations
  - Office Administrative Support as directed
    - Student escorting/indirect supervision
    - Backup First-Aid and student attendance
    - Letter generation and mail outs
    - General office and administrative support for Student and Curriculum Coordinators and leaders
KEY RESPONSIBILITIES (cont.)
- This position requires discretion, sensitivity and a good sense of confidentiality.
- Active participation and liaison with Student Services Team members and other staff.
- Participates in an annual performance review process.
- Reports to the Deputy Principal.

OTHER DUTIES
- Assist with Sick Bay service when necessary, which includes Attendance and First Aid procedures.
- Be committed to ongoing Professional Development.
- Other duties as required by the Deputy Principal.

ESSENTIAL EXPERIENCE and SKILLS
- Excellent interpersonal skills.
- Effective verbal, listening and communication skills.
- Attention to detail and high level of accuracy.
- Proficient in computer software programs i.e. word, excel and office.
- The ability to work effectively as a member of a team and with limited supervision and in confidence;
- Be courteous and responsive in dealing with your colleagues, students, parents and members of the public;
- Experience in working in a school/student admin support role desirable but not essential.

WORKING ARRANGEMENTS
This position is Part time and during school terms only each year. A revised and specific working arrangements letter will be issued each year outlining term dates, starting and finishing times, professional development days and processes for mutually agreed additional variation to your hours.
- Minimum weekly hours: 17.5
- Minimum number of weeks (Term –time): 39

KEY SELECTION CRITERIA
1. Proficient in MS Office applications and administration systems
2. Qualifications in First Aid
3. Demonstrated ability to communicate effectively with a wide range of individuals, including teachers, parents, students etc. maintaining confidentiality.
4. Demonstrated ability to relate to young people in a positive, respectful and supportive manner, upholding the values of the College.
5. Current Blue Card.

WORKPLACE HEALTH AND SAFETY
All staff will strive to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Principal / Supervisor of any unsafe working practices or hazardous working conditions.
Please refer to the College Workplace Health and Safety Responsibility Statement

COLLEGE EXPECTATIONS – CODE OF CONDUCT
By accepting employment with the College, you must be aware of and comply with the Code of Conduct. The aim of this Code is to outline the standards of behaviour expected of all employees of the College.
The Code places an obligation on all employees to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.
Therefore, you must:
- Conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of the School;
- Comply with the College’s policies and procedures (in particular, be supportive of the Christian ethos and the educational aims of the College);
- Act ethically and responsibly;
- Be accountable for your actions and decisions.

A Letter of application addressing selection criteria to be emailed to employment@gslc.qld.edu.au by the closing date: Monday 21st March 2016