DUBBO CHRISTIAN SCHOOL
POSITION DESCRIPTION

POSITION DETAILS

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>School Administration Officer (Reception)</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Administration</td>
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<tr>
<td>Date Established:</td>
<td></td>
</tr>
<tr>
<td>Date Updated:</td>
<td>2nd June 2016</td>
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<tr>
<td>Reports to:</td>
<td>Business Manager</td>
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<tr>
<td>Direct Reports</td>
<td>Nil</td>
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</tbody>
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KEY OBJECTIVE

In particular, the School Administration Officer (Reception) is accountable for:

- Reception functions
- Supporting medical and clinic functions
- Supporting operation of the attendance functions
- General School Administration

COMMUNICATION

| Internal: | School Executive, teaching and non-teaching staff, students |
| External: | Parents, visitors, local suppliers |

CONFIDENTIALITY

This position will require dealing with confidential information. A confidentiality agreement is required.

CHRISTIAN LEADERSHIP

The School Administration Officer (Attendance) will

- Openly affirm and practice the Christian faith
- Demonstrate a Christian approach when dealing with others
- Promote, support and promulgate the mission and core values of DCS
- Demonstrate a team oriented, collegial and collaborative approach to their work
The primary function of the School Administration Officer (Reception) is to provide high quality reception services to students, parents, staff and other visitors who either present personally at the school office or contact the school by telephone.

This is a very valuable service as this position is often the "frontline" of the corporate presentation of our school. How people are greeted will often result in those vital "first impressions" of what our school is all about.

The secondary function of this role is to provide quality secretarial support to other staff members as required. All school matters should be handled with confidentiality, respect and with a serving attitude.

The administration staff in the school office are expected to complement each other with the objective of creating a positive, harmonious work environment where the highest quality, professional service is provided.

In all matters concerning your appointment you will be responsible to the Business Manager.

**Reception**

- Respond to general enquiries from students, parents, staff and visitors as required and refer matters to relevant personnel;
- First response to incoming telephone calls;
- Answer general telephone enquiries and refer specific matters to the relevant personnel;
- Record accurate telephone messages and ensure that they are delivered to the relevant personnel;
- Make outgoing calls as required (eg calling parents of sick children etc);
- Receive and distribute items to staff pigeon holes as required;
- Receive incoming emails and facsimiles and forward/distribute to relevant personnel;
- Arrange an office runner each day and supervise distribution of necessary messages throughout the day;
- Maintain supply of administration stationery (eg Late Passes, Leave Passes, Memos and Notes etc);
- Maintain a neat and tidy work-place, ensuring that confidential or sensitive documents are out of public view, keep filing up to date and ensure front counter is tidy and presentable at all times;
- Prepare and arrange distribution of Period 6 messages each day;
- If School Administration Officer (Attendance) on leave, ensure Daily Visitor log displayed;
- Maintain a neat and tidy work-place, ensuring that confidential or sensitive documents are out of public view, keep filing up to date and ensure front counter is tidy and presentable at all times.
Medical and Clinic
Working with the school Medical Officer, you will be responsible to the Deputy Principal to implement the school’s Medications policy, First Aid policy and associated procedures.

- Dispense medications to students according to established protocols;
- Administer First Aid to students according to established protocols;
- Communicate with parents regarding medical issues as required;
- Initiate Accident/Incident/Near Miss form as required and if necessary refer to Risk and Compliance Officer;
- Contribute to a clean and safe clinic environment.

Attendance
Assist the Attendance Clerk to monitor daily attendance of all students and maintain the appropriate database.

- Enter absences, partial absences (Late Passes and Leave Passes) and acknowledgement of absences, in accordance with established protocols;
- If School Administration Officer (Attendance) is on leave, ensure daily absence acknowledgement is obtained by ringing unacknowledged absences from 10:30am each day;
- Ensure any Medical Certificates are forwarded to relevant Head of School and a copy filed in student PEF;
- If School Administration Officer (Attendance) is on leave, ensure daily absence acknowledgement is obtained by ringing unacknowledged absences from 10:30am each day.

General School Administration

- Format, print, file and deliver letters and other typing requests as required;
- Prepare display work (eg programs and signage) as required;
- Print data reports as requested (eg student timetables);
- Attend to photocopying requests if and when required;
- Collate, distribute and staple documents and letters as and when required, eg. weekly newsletter;
- Arrange distribution of newsletters uncollected from previous week.
- Ensure uniform items of lost property are regularly forwarded to Uniform Shop and other lost property is processed and distributed;
- Update Daily News book, Off Campus book, Student Phone register, Lost Property register, as required.

Other

- Assist the Business Manager and Deputy Principal with administrative tasks, as and when required;
- Carry out other duties as directed by the Principal from time to time.

Essential Skills and Experiences

- Demonstrated proficiency and competence in Microsoft Office applications;
- Well-developed time management and problem solving skills;
- Demonstrated capacity to work in a team environment;
- Demonstrated understanding of the principles of quality customer service, courtesy and professionalism;
- High level of interpersonal and communication skills.
**Hours of Duty**
This is a temporary part-time position. Specific weekly hours and annual leave are in keeping with similar positions in other institutions and will be documented in the Letter of Offer.

‘Whatever you do, work at it with all your heart as working for the Lord, not men’
*Col 3:23*