



Loyola College

Position Description Receptionist

Role:

The Receptionist reports to the Business Manager and is responsible for the efficient operation of the main reception. This primarily involves attending to enquiries at the general and student receptions and answering telephone enquiries. The role requires a person with strong people skills and an ability to promote a positive approach to anyone that contacts the College both in person and over the telephone. Also, the role requires a person that can work under pressure but at the same time remain composed in dealing with the Loyola community and the public.

Key Responsibilities:

- Maintain up to date knowledge and awareness of school events, activities, happenings and accurately share with the community.
- Attend to the General and Student receptions
- Attend to incoming telephone enquiries.
- Control inward and outward mail
- Order office stationery
- General administrative duties (e.g. typing and photocopying)
- Support other administrative staff as required.
- Iggy Restaurant bookings and deposits
- Prepare school correspondence and oversee postage
- Other duties may be required.

Personal Traits:

- Ability to work with a minimum of supervision.
- Ability to work as an effective team member.
- Excellent interpersonal and communication skills (both verbal and written)
- Discretion and confidentiality
- Ability to work under pressure and meet deadlines.
- A commitment to ongoing professional development.

Specific skills:

- Sound knowledge and experience in MS Office applications (MS-Word, MS Excel and Synergetic)
- Maintenance of accurate records
- Experience in a school environment (or similar) would be advantageous.

Hours of Duty:

This is a full-time role consisting of 38 hours. Hours (TBC) will be as follows:

Monday: 8.30am-5.00pm
Tuesday: 8.00am-3.45pm
Wednesday: 8.00am-4.30pm
Thursday: 8.00am-4.30pm
Friday: 8.30am-5.00pm.

Salary, conditions, and benefits:

- The conditions of the Victorian Catholic Education Multi Enterprise Agreement 2022 - 2025 apply to this position.
- Salary will be decided based on experience and qualifications. Superannuation and Leave Loading will be paid as per current Government legislation.
- The position is a full-time School Services Officer ES Level 2
- Category A - Four weeks annual leave, to be taken over the student vacation as arranged with the Business Manager (except that the last full week of January is usually not available for leave)
- It is expected that the Receptionist will be on duty when the College Reception re-opens in early January of each year.
- A discount of approx. 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College and is granted at the discretion of the principal.
- Salary sacrifice options (such as Superannuation) as approved by the principal.

Child Safety

Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.