



POSITION STATEMENT

Position:	Receptionist & Designated First Aid Officer (job share) – Mat Leave Cover
Employment Type:	Fixed-term replacement contract
Reporting to:	School Office Supervisor
Key Relationships:	Other Reception Staff, Administration Team, Business Manager, Head of School, Teaching Staff, Students, Parents, Volunteers, General Public
Hours of Work:	Tuesdays, Wednesdays, Fridays 8.00am to 4.00pm 42 weeks (38 school term weeks + 4 non-term weeks)
Remuneration:	In accordance with current Willunga Waldorf School Enterprise Agreement; includes 6 weeks annual leave

POSITION PURPOSE

The **Receptionist & Designated First Aid Officer** works within a close-knit team of administration staff. In this role, you will be expected to work collaboratively with all other administration staff members, in particular the receptionist with whom you share the position and the School Office Supervisor.

As Receptionist you will be the first point of call for all visitors and students as well as one of the School's designated First Aid Officers, providing first aid to students and staff as required.

RESPONSIBILITIES AND DUTIES

Your key responsibilities include all general reception and secretarial duties necessary for the efficient functioning of the School Front Desk. These include but are not limited to:

General Office

- Attend to incoming phone calls and emails and, where necessary, refer enquiries to appropriate school staff.
- Greet visitors to the School and attend to their needs in a professional and efficient manner.
- Contribute to the maintenance of an inviting and pleasant reception environment.
- Use and encourage/support the use of preferred IT platforms for the recording of staff absences and staff movements in and out of the School on a daily basis, ensuring that data is shared with appropriate staff in a timely manner.
- Maintain a security awareness and monitor visitor access, ensuring that visitor arrivals and departures are documented appropriately.

First Aid

- Act as designated First Aid Officer for the triage of unwell and/or injured students. Manage the efficient operation of the Wellness Room and be a first responder for medical incidents (students, staff and visitors) as required.
- Maintain current first aid training credentials as required by School policy.
- Record first aid visits on student records.
- Maintain the student wellness room and ensure it is clean and safe.
- Check and replenish first aid supplies as necessary.
- Manage the stock of medications kept on behalf of students with special medical needs; liaise with parents to keep this medical information and medication up to date.
- Manage communications with parents of students who need to have emergency medications kept available at School.



Student Records

- Work with the School Office Supervisor and assist with daily student attendance and absentee follow-ups throughout the day.
- Ensure the integrity of data entered into the School's database via SEQTA.
- Attend pre-departure camp meetings to advise of any students with medical needs and ensure that camp leaders are provided with necessary information and first aid provisions.
- Maintain student behaviour records in the school's operating system as required.

Administration

- Manage the inventory of staff room requisites including tea, coffee, milk and other supplies as required.
- Provide general secretarial services such as correspondence, photocopying, document scanning, filing and other general office duties as required, including regular Staff Memos and the January mail-out.
- Assist teaching staff from time-to-time with administration tasks, such as termly parent-teacher meeting timetables and correspondence to parents and parent groups.
- Assist the School Office Supervisor with the preparation and distribution of reports as required and organise the School photography day.
- General administration tasks for the Head of School and Business Manager as required.

KEY PROFESSIONAL SKILLS

- Show a strong commitment to delivering exceptional, professional customer service.
- Present a professional, personable and knowledgeable image to prospective and existing parents, students and the wider School community.
- Demonstrate high level of written and spoken communication and outstanding interpersonal skills.
- Show attention to detail and be able to prioritise and apply a systematic approach to work.
- Able to work effectively within established guidelines and in a team environment.
- Recognise when there is a need to call for assistance in difficult situations.
- Display enthusiasm and initiative.
- Diplomatic and tactful in their approach.
- Able to maintain confidentiality with sensitive material.
- Demonstrate initiative and flexibility during periods requiring multiple tasking.
- Advanced competency in MS Office programs, including exceptional word processing and formatting skills
- Ability to adapt to specialised school software programs (e.g. SEQTA, Consent2Go)

PERSONAL ATTRIBUTES

- Genuine interest in and warmth for supporting students and staff in a Waldorf school
- Generally positive attitude and outlook
- Ability to set boundaries with empathy and respect for students, colleagues and parent community
- Willing to support the ethos of the School and Waldorf/Steiner education

ESSENTIAL QUALIFICATIONS / CERTIFICATES

- Current "not prohibited" South Australian Working with Children Check
- Current RRHAN-EC certificate
- Current Provide First Aid in an Education and Care Setting certificate