

THE ROLE



Senior School Student Receptionist

Position Title	Senior School Student Receptionist
Level	Clerical & Administration Staff L2.1
Commencement Date	29 April 2024 (Term 2)
Hours	Temporary 12 months (Maternity Leave) Term Time 7:30am – 3:30pm

Thomas Hassall Anglican College is a vibrant P-12 independent College located with close access to the M5 and M7 in the South West of Sydney. We are committed to challenging our students to look beyond boundaries and to use their gifts and talents to make a difference in the world. We are guided by our vision – growing and nurturing excellence in learning, wisdom and service.

The College is seeking to employ a Student Receptionist to join the Senior School Administration team for 12 months. The Student Receptionist assists staff and students Year 7 to Year 12 and is the first point of contact for senior school students during College hours.

Key Selection Criteria

the successful applicant for the above position must be able to provide evidence to support the following criteria:

- Strong personal Christian faith and be a regular and practising member of a Bible-based Christian Church
- Strong interpersonal, customer service and reception skills
- Enjoy dealing with people daily, being tolerant and polite but assertive
- Ability to communicate at all levels and work well under pressure
- The ability to create a positive, friendly enduring impression
- Competent levels of computer literacy and a good level of proficiency in the use of Microsoft Office
- Be proactive, punctual and reliable
- Maintain a well-groomed and business-like appearance
- Work collaboratively, establishing rapport and maintaining effective working relationships with students, parents and staff of the College community
- Excellent telephone skills and ability to handle all telephone enquiries in a friendly and helpful manner and re-direct enquiries and/or take appropriate follow-up action.
- Must hold, or be willing to obtain, a current senior first aid certificate and keep up to date.

Qualifications

- Experience in a school environment previously would be preferred

THE ROLE



Applications should include:

- Cover application letter
- Completion of Employment Application form available on the College website - This should include the names, addresses and phone numbers of three confidential referees. One of these needs to be from a Christian Minister.
- Resume outlining experience relevant to the position
- Written response addressing the Key Selection Criteria in a maximum of 2 pages
- Valid NSW Working with Children details (WWCC)

Thomas Hassall Anglican College is dedicated to maintaining a child-safe environment and is committed to the safety, welfare and wellbeing of all children and young people entrusted to our care. Our Child Safe Program includes A Child Safe Policy developed in alignment with the Child Safe Standards, background screening and reference checks. We have a zero-tolerance for child abuse and are committed to doing what we can to keep students safe from harm.

CLOSING DATE FOR APPLICATIONS: Friday 22 March 2024

**Please note applicants will be considered for interview upon receipt of application.
Appointments may be decided before the closing date.**

Please forward your application to employment@thac.nsw.edu.au
Attention: Kent Weir – Acting Director of Staff Services

Please visit our [website](#) for a full role description.

ROLE DESCRIPTION



Senior School Student Receptionist

Primary Purpose:

The Senior School Student Receptionist will work with all staff to implement the Strategic Plan related to improvement of the day-to-day welfare and curriculum operations of the Senior School.

Accountable to:

The Principal through the Director of Operations – Senior School

Directly reports to:

Director of Operations – Senior School

Relates to:

1. Principal
2. Director of Student Wellbeing – Senior School
3. Academic Dean of Students
4. Director of Teaching and Learning – Senior School
5. Coordinators of Student Growth and Welfare
6. Business Manager

Major Responsibilities

The Senior School Student Receptionist is a member of the Senior School Administrative Team and is responsible to the Principal through the Director of Operations – Senior School. They are also a member of the wider administration team for professional development purposes and providing assistance to the administration team when required. Duties will include but are not limited to the following:

- Provision of administrative support on a day-to-day basis. This includes:
 - Answering student enquiries in a friendly and professional manner
 - Assisting with the student sign in/out process
 - Monitoring of daily student attendance including resolving attendance anomalies as part of a team. This may require emailing and/or speaking with staff and students to verify attendance anomalies
 - Assist in the administration, editing, checking and corrections of Senior School reports
 - Provide assistance to other administration team members when required
- Provision of administrative support to the Director of Student Wellbeing – Senior School and the Coordinators of Welfare on a day to day basis. This includes:
 - Administration and support for the welfare team
 - Organising and managing welfare system records

ROLE DESCRIPTION



- Assistance with welfare related communication between the College and parents e.g. concerning welfare processes
- Collection and dissemination of student welfare data
- Other projects as required
- Provision of administrative support to the Academic Dean of Students and Director of Teaching and Learning on a day to day basis. This includes:
 - Processing of and administration of assessment non-completion and plagiarism letters and requests
 - Assist in the production of Student Assessment Information Booklets
 - Assist in the production of the Student Subject Selection Booklets
 - Assist in the provision of administrative support to the Academic Dean of Students in relation to NESA when required
 - Assisting in the supervision of student testing when required including student catch up examinations
 - Assisting with the collation of student academic performance data and the dissemination of tracking and learning data in liaison with the Director of Teaching and Learning
- Provide administrative assistance with Careers, Work Experience and Duke of Edinburgh when required.
- Provide clerical assistance such as photocopying, binding, laminating for Senior School staff when required.
- Provide administration support to the Front Office of the College when necessary.
- Attend support staff meetings as required.
- Perform any duties as is required by the Principal or his nominees from time to time.

The Senior School Student Receptionist is expected to be present at:

- all mandatory College events,
- all mandatory professional development activities

This role description is underpinned by the College Policies, Procedures and Guidelines