



Position Description

Position Details

TITLE: Front Receptionist

Nº OF STAFF REPORTING TO THIS POSITION: 0

REPORTS TO: Principal's P.A./Business Manager

NAME OF INCUMBENT: T.B.A.

PRINCIPAL OBJECTIVE OF POSITION:

In a couple of sentences, describe the main objective/focus of the role.

- To receive communication (both verbal/in person) and direct the subsequent queries to the relevant school personnel.
- To provide a range of clerical support services.

Signed:	
<i>Employee</i>	<i>Date</i>
Signed:	
<i>Principal's P.A.</i>	<i>Date</i>
Signed:	
<i>Business Manager</i>	<i>Date</i>

Responsibilities

Task	Level of Responsibility (Shared or sole responsibility)
<ul style="list-style-type: none"> • Console Operator • Console Administrator – programme voicemail • Mail incoming/outgoing – sort, frank, record. • Faxes incoming/outgoing – all recorded. • General reception and enquiries. • Clerical duties including word processing as required. • Co-ordinate bus bookings other than normal school bus runs – school mini-buses/excursion/Sports buses. • Provide a copy of booking confirmation and/or invoice to the Director of Sport, showing the cost of buses relating to activities of his department/faculty. • Organise hire of extra vehicles as required – mini-buses, van, 3 tonne trucks, trailers and cars. • Responsible for issuing School mobile phone/bus keys used for sport/excursions. • Record daily after-school activities in book for Cleaners. • Receiving and receipting fees and other payments e.g. overseas school excursion instalments. • Write up creditors invoice entry notes for Sita invoices each month for the Accounts Payable/Receivable clerk. • Book Taxis/Couriers when required. • Typing as required. • Maintain details/log of photocopy charges; meter readings; etc... from Lanier and also obtain meter readings from relevant School personnel on a monthly basis. • Maintain details/log of photocopy paper purchases from suppliers. • Maintain details/log of all 'printed stationery items' from suppliers. • Other Ad-Hoc duties as directed by the Principal's P.A. or Business Manager's P.A. 	<p>Sole (except for relief operators) Sole</p> <p>Sole (except for relief operators) Sole (except for relief operators) Sole (except for relief operators) Sole (except for relief operators) Shared with other clerical staff.</p> <p>Sole</p> <p>Sole</p> <p>Sole</p> <p>Sole</p> <p>Sole</p> <p>Sole (except for relief operators)</p> <p>Sole</p> <p>Sole</p> <p>Sole</p> <p>Sole</p> <p>Sole</p> <p>Sole</p> <p>Sole</p>

Relationships

This position will build relationships with the following:

Internal: All staff; students

External: Parents; Couriers; SITA; Westrans; Rental/Hire Companies; Other suppliers

Skills and Qualifications

KEY SKILLS/COMPETENCIES

(List all skills (including qualifications) that are a minimum requirement for proficiency in this role.

- Excellent communication skills
- Reliable
- Confidentiality
- I.T. Literate
- Efficient
- Multi-tasking ability

PERSONAL ATTRIBUTES

(List any personal characteristics that would be of benefit in the performance of this role).

- Personal presentation
- Confident
- Sensitive to parents/students
- Understanding/Listening
- Approachable
- Patient

Position Impact

WHAT RESOURCES DOES THIS POSITION CONTROL OR INFLUENCE?

(ie. employee numbers, staff salaries budget, departmental budget, operating or capital expenditure budget, revenue, assets. Please name & quantify.)

Nil