

ROLE DESCRIPTION

POSITION TITLE Secretary with College Telephonist and Reception responsibilities Schofields		
FOCUS AREA College Telephonist and Reception	REPORTS TO Co-operating Principals via Office Administrator & Business Manager	
CLASSIFICATION Level 4	PRIMARY LOCATION Schofields (Maybe required at Nirimba as need arises)	STATUS Permanent

Purpose of the Position

The position's purpose is:

- To serve staff, students, parents and caregivers at St John Paul II Catholic College in the provision of Catholic education.
- Ensuring that visitors to the College are attended to promptly, courteously and efficiently.
- To respond to their needs through a range of positive relationships based on Gospel values.
- As members of St John Paul II Learning Community to lead and contribute to continuous improvement in order to support student learning.
- To provide quality service in the designated focus area
- To contribute flexibly and positively to the full range of support services as required.

Competencies Required

- The capacity to access and use software programs acquired by the College for administrative purposes.
- In line with the School Support Staff State Award this position will be required to perform the entire range of clerical duties that exist in schools other than those required of the Clerical Administrator Level 6. These tasks will include and without limiting to -
- Data entry and computer operation
- Word processing/typing
- Maintenance of school accounts and petty cash
- Bank reconciliation
- Control of school accounts
- Setting up of programmes/ledgers
- Balancing data base
- Reception/switchboard
- Maintain an orderly and clean work place
- Acquisition of school equipment
- Registers
- Enrolment procedures
- School statistical returns
- Collection of school fees and special purpose money
- Issue of transport passes
- Maintenance of Millennium, student attendance and welfare
- Maintenance of periodical material and overdue book lists
- Preparation of orders for equipment and stationery

Primary Responsibility

- **College Telephonist** – managing and directing all incoming calls and maintaining relevant records.
- **Secretarial support** – typing, data entry, excursion application process and other as and when required by Office Administrator / Principals.
- **College Directory of Service and other organisational listings** – updating of information to reflect current staffing. Information to be uploaded to website and distribution as required. Assist with the management and updating of staff voicemail / extensions.
- **Transport – Bus/Rail** - Responsible for overseeing this process
- **Student ID Cards** – New and replacement cards
- **Reception, student desk and enrolment support** - liaising with staff, visitors, students and general enquiries.
- **Mail & Pigeon Holes** – sorting and distribution of incoming and outgoing mail
10.30am / 1.30pm
- **Sick Bay** – assist as required
- **Google** – assist with the Google Calendar and appointments
- **Millennium** – student attendance desk and data entry, marking of manual rolls
- **Merit Events** – assist as required
- **College Textbook process** - manage the collation of information from staff, update listings and upload information onto the website as needed in conjunction with the Business Manager.
- **Homeroom pouches** – distribution of various items of correspondence into the HR pouches.
- **Monitors** – organise duties for the day and oversee the welfare of the students
- **Filing** – maintenance of student, staff and central filing system
- **Front Office Calendar** – to be updated and maintained on a daily basis
- **Website maintenance** – assist with updating and uploading of documents to the site
- **Receipting** – assist with receipting as needed
- **Any other duties** consistent with the role of this position or as directed by the Co-operating Principals

Key Performance Indicators:

- Efficient, timely and courtesy answering and directing of phone calls.
- College Directory of Service and other organisational listings – are updated and uploaded to the College website
- Maintenance of all telephony directories - including voicemail are kept updated to reflect current staffing.
- College Text Book process – work to timeline, liaise with staff and manage the collation of data to ensure smooth running of the process.
- Reception – prompt and courtesy attention to visitors, staff and students.
- Efficient performance of other duties as assigned.

Work Health and Safety

- A report of incidents and dangerous hazards must be advised to the supervisor on the date of incident, and the immediate danger of any hazard must be removed.
- Compliance and cooperation with reasonable instruction, policies and procedures of the School.

The Employer reserves the right to vary this position description in response to its changing needs.

Signature of employee

Date