



HILLSIDE CHRISTIAN COLLEGE

POSITION AVAILABLE

COLLEGE RECEPTIONIST

Full time (38 hours)
Commencing 20th January, 2020
Applications close 4.30 p.m. (WST) on Monday 16th December, 2019

HillSide Christian College is an evangelical, Christian school with an approximate enrolment of 350 students from Years 4K-12. Please view the school website for general information: <http://www.hillside.wa.edu.au>

POSITION DESCRIPTION

HillSide Christian College is seeking applications for a 1.0 FTE Receptionist. The successful applicant will be a practising evangelical Christian, who is able to demonstrate and work within the College's Christian framework. All applicants wishing to submit an application should be able to demonstrate their personal faith in Jesus Christ as God and Saviour, and be an active member of an evangelical Christian Church. The position is ongoing, with a six month probation period. Any appointment to the position will be dependent upon the successful applicant signing the College's Code of Conduct (including Statement of Faith) and the Employment Contract.

Job Title: College Receptionist

Reports to: Business Manager

Job Purpose: Efficient and effective operation of the College's front desk and customer service, including first impressions, face-to-face liaison with customers, first aid, school switchboard and general reception duties. This person will also provide general administration support in the office as delegated. The candidate will be an ambassador for Christ, sharing the gospel with the school community through practical service and positive interpersonal skills.

MAIN DUTIES AND RESPONSIBILITIES:

1. To communicate the love of Jesus to the school community through positive engagement and professional excellence. The candidate will be a vibrant practising Christian who can discuss, share and demonstrate Christian virtues and practice.
2. To be responsible for the signing-in of visitors to the College, and to communicate with courtesy and clarity to all staff, students, parents and carers, visitors, outside agencies and the wider community, including answering the telephone and face-to-face engagement.
3. Respond to correspondence from both standardised and non-standardised information e.g. acknowledgements, requests for information. Open, sorts and distribute incoming post and ensures despatch of outgoing post.
4. Operation of office equipment, e.g. switchboard, photocopier, etc.
5. Input information into database (e.g. SEQTA) and/or spread sheets, extract information as needed and directed.
6. To assist with the effective provision of general school services through the operation of efficient clerical assistance.
7. Assist with pupil welfare matters, including contacting parents and staff, including first aid and medical records.

8. To liaise with and answer standard enquiries by telephone, electronic communications, or in person from parents/students /superordinate/community members/other employees, giving and resolving non-complex queries within areas of responsibility. Referral of inquires correctly to authorised persons.
9. Produce a range of documents from a variety of sources, using various software packages (e.g. Office 365, Canva, SEQTA) and take notes of meetings if required.
10. Maintain manual and computerised records after familiarisation with filing systems in accordance with file location, including the College diary.
11. Provide clerical support, including photocopying, filing and emailing.
12. To fully understand all aspects of College database operation in order to ensure its efficient and effective use within the school.
13. Carry out administrative tasks, processing work and equipment order, maintaining and collating pupil records.
14. Be prepared to undertake professional development and training including whole College training, including all Christian training, worship, prayer and retreats.
15. Undertake any other clerical duties which may reasonably be regarded as within the nature of the duties and responsibilities matching the position.
17. Sign and practise the parameters of the Contract of Employment.
18. Adhere to all College policies, including the Staff Code of Conduct and Statement of Faith.

PERSONAL AND PROFESSIONAL CHARACTERISTICS:

1. Friendly, team-orientated person with excellent interpersonal skills.
2. Faith that points people to Jesus. Must enjoy Christian life and share it.
3. Efficient worker with ability to plan, order and complete tasks effectively.
4. Good typing and general office skills, including filing, attention to detail, and problem solving.
5. Quality ICT skills particularly with MAC, Office 365. Speed and efficiency with computerised systems and communication mediums.
6. Excellent verbal and written skills. The candidate should be able to engage easily with the public, and also be able to write with coherent and structured text. An ability to proof-read well is required.
7. Very good work ethic. Typically, the person would perform duties well and go the “extra mile” when required.
8. Demonstrate loyalty and confidentiality at all times.

SELECTION CRITERIA:

1. Demonstrate a love for Jesus Christ. Outline your contribution to the life of the Church. Include your Christian faith story.
2. Outline your understanding basic Christian doctrine. What do you believe in terms of the Bible, salvation and current challenges for evangelical Christians?
3. Outline any experience you have had working within a school, Church or other relevant sector?
4. What are your best qualities and skills in terms of the role?
5. Provide some key examples regarding how you have engaged positively with the public to provide quality service within a similar context.
6. Describe how well you could perform the role described in this advertisement. How effectively would you perform the advertised role based on your demonstrated previous experience and practice? Please address this with particular detail.
7. Provide an overview of your interpersonal skills, and how these skills have supported and enhanced a team environment.

APPLICATION INSTRUCTIONS – HOW TO APPLY FOR THE POSITION

1. Forward a comprehensive CV, with a covering letter, that outlines your skills and experience in relation to this position. Please include in the CV, a Christian orientated written reference from your Church Pastor or Elder, alternatively, contact details for this person.

2. Address the Selection Criteria in relation to the position. 12 point font, with a maximum six (6) page total.
3. Provide copies of compliance documents listed below in the application. The original items should be available for sighting if a candidate is interviewed:
 - a) Birth certificate;
 - b) Satisfactory National Police Clearance or willingness to undertake one;
 - c) Working with Children Check (WWC);
 - d) Photographic identification;
 - e) Copy of any qualifications, including Senior First Aid.

Once your application is received, an email will be sent to you confirming the receipt of the application.

Interviews and referee checks will be integral to the selection of any candidate.

Applications must be submitted prior to 4.30 p.m. (WST) on Monday 16th December, 2019 via email to:

stephen.lamont@hillside.wa.edu.au

All applications must be submitted by email. Late applications will not be accepted.

Please mark the application: “Confidential: Mr Stephen Lamont – Principal”.

BACKGROUND INFORMATION

HillSide Christian College is seeking a dedicated and enthusiastic front desk receptionist, from 20th January, 2020. Please note: there may be the opportunity, based on the availability of the candidate, to negotiate the start date. It is appreciated that availability, or required notice in relation to the candidate’s present position, may affect the possible start date.

The successful applicant will be expected to sign a Contract of Employment, the Staff *Code of Conduct*, and all other school-based (signed) documentation. Remuneration will be at Level 2 based on experience, and the parameters of the *Education Services (Schools) General Staff Award 2010*.

This is full-time position will be 38 hours per week, generally 8 a.m. – 4 p.m. Monday-Friday.

A copy of a sample Contract will be made available to all applicants upon request. The Contract will be ongoing with a six-month probation period. Please refer to the Contract for all other details.

The successful applicant will be notified in writing and will be required to sign the Contract of Employment and all other documents within 48 hours in order to secure the position. Failure to meet this deadline may result in the position either being re-advertised, or offered to the next highest ranked candidate.

For further job-related information please contact Mr Stephen Lamont (Principal) at the College office on (08) 9453 2644 or email: stephen.lamont@hillside.wa.edu.au

Please note: The College reserves the right to fill the position at its discretion and timing, and to withdraw the position if required. The position will only be filled by the College when a suitably qualified applicant is secured.