



Receptionist/Administration Clerk

Position Description

The Position

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| POSITION | Reception/Administration Clerk – Maternity Leave Contract |
| CLASSIFICATION | Depending on skills and experience |
| APPOINTMENT | Part Time, up to 4 days per week for 6 months |
| LOCATION | Plenty Valley Christian College, Doreen |
| REPORTS TO | Administration Team Manager |

The Organisation

Plenty Valley Christian College (PVCC) is a K-12, coeducational Christian College of approximately 800 students. The College is located in a magnificent semi rural setting. We are a member of Christian Education National (CEN) and as such are committed to the establishment of a close partnership with parents in the Christian education of their children. PVCC students learn within a Christian framework and we endeavour to develop a strong sense of community amongst the students, parents and staff. Every staff member plays a role in the pastoral care of the students.

The Position Objectives

To provide a high standard of service at Plenty Valley Christian College in accordance with College policies and procedures. The position entails Early Childhood administration, Reception, General Administration and First Aid work. This position requires a person with considerable initiative, inter-personal and computer skills and a certificate in Level 2 First Aid. This role involves working as a member of the PVCC Administration Team, alongside approximately 8 other Administration colleagues.

The Reception/Administration Clerks at PVCC are responsible for:

- providing courteous and accurate information to parents, students, staff, prospective parents and visitors to the College
- promoting the College to external visitors
- carrying out general administrative and reception tasks in a friendly and accurate manner
- providing Early Childhood administration support to the Early Years Teaching and Learning staff



The Position Description

Day-to-day tasks include, but are not limited to:

- handling incoming calls
- handling inquiries from staff, students and parents
- attendance administration
- completing administration tasks related to reception, such as; filing, distribution of notices, labelling pigeon holes and archiving
- processing inward and outward deliveries and arranging distribution
- maintaining the telephone system, voice mails and lists
- facilitating the signing in and out of visitors, students, CRT's and contractors to the College
- administering first aid to students and assisting the College Nurse in times of urgency
- updating policy and information handbooks, keeping record books and data reporting for Plenty Kids Early Learning Centre
- developing and maintaining rosters and timetables
- other duties as operational situations, consistent with this position, arise.

The Person

The successful applicant will demonstrate:

- a commitment to a relationship of faith and obedience to God, lived out both in personal and communal aspects of life – this would be evidenced by a clear understanding and acceptance of the redemptive work of Christ, a commitment to private and corporate prayer and Bible study, and regular involvement with a Christian church, community or fellowship group
- the ability to model the values and character qualities of biblical Christianity within the school community
- high standards of personal presentation, organisation, communication with other staff and parents, and in respecting the ethos and protocols of the College
- a clear sense of calling and desire to work within a Christian environment
- trustworthiness and the ability to maintain confidentiality
- strong customer-focused attributes, including the ability to respond promptly and courteously to a diverse range of service needs in a courteous manner
- the ability to provide basic information to a culturally diverse public
- the ability to manage time and prioritise tasks to achieve set outcomes
- a demonstrated knowledge of computer skills, including basic Windows, Microsoft Office, internet and email and other web-based technologies.



The successful applicant must have:

- Year 12 Secondary School or equivalent qualifications supported by the completion of relevant industry-based training or experience
- professional exposure to a similar environment
- Certificate 2 in First Aid
- A current Victorian Working With Children Check.

PVCC is a child safe environment. Our College actively promotes the safety and wellbeing of children and school staff are committed to protecting students from abuse or harm in the school environment, in accordance with all legal obligations including child safe standards. PVCC employees are required to comply with a Child Safe Code of Conduct which is available on the College website.

To Apply for this position:

- Applications should be emailed using the correct form "**Employment Application Form**" located on the College's website <https://www.pvcc.vic.edu.au/employment-opportunities> to employment@pvcc.vic.edu.au no later than **5pm May 20th, 2019**.
- **Please do not apply via SEEK.**
- Applications will not be considered without the following three items completed.

Please submit:

1. Cover letter outlining your suitability for this position addressed to the **Principal, Mr John Metcalfe**
2. Completed Employment Application Form (from the PVCC website)
3. Current CV

Note: Interviews may be conducted prior to the closing date. Interested applicants are encouraged to **apply promptly**.