

Position description



RECEPTION/FIRST AIDER

- REPORTING TO:** Office Manager
- APPOINTMENT:** Part-time, job share
- CLASSIFICATION:** PVCC Enterprise Agreement 2020

ABOUT THE COLLEGE

Plenty Valley Christian College is a Kindergarten to Year 12, coeducational Christian College of approximately 820 students. We are one College with four sub-schools, Kinder, Primary Years, Middle Years and Senior Years.

The College is set in a beautiful rural area with spectacular views to the ranges. Plenty Valley is committed to developing high quality effective Christian education and is an active member of a national Network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children. Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students.

THE PERSON (KEY SELECTION CRITERIA)

Staff at Plenty Valley are selected based on outstanding professional and personal qualities. Expectations include:

- A commitment to a relationship of faith and obedience to God that is lived out in both personal and communal aspects of life. This would be evidenced by a clear understanding and acceptance of the deity and redemptive work of Christ for them personally, ongoing commitment to living out a Christian lifestyle as described in the College statement of faith, commitment to private and corporate worship, 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 in line with the College's Statement of Faith and practice.
- A demonstration of high standards of personal presentation, organisation, communication with other staff and parents, and in embodying the ethos and practices of the College.
- A clear sense of calling and desire to fully embrace working within a Christian environment.
- Demonstrated community and customer focus attributes, including the ability to respond promptly and courteously to a diverse range of service needs in a helpful manner.
- Able to work independently and as part of a close-knit team.
- Able to demonstrate initiative and have a solution focused mindset.
- Ability to manage time and prioritise tasks to achieve set outcomes
- Demonstrated knowledge of computer skills, including Windows, Microsoft Office, internet and email and be eager to learn other office software.
- Ability to provide information to a culturally diverse public.
- Current working with children check (mandatory).

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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 reception 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.

The key responsibility areas

- Ensuring reception is covered with a physical presence during published “open hours”
- Handling incoming calls
- Handling enquiries from staff, students and parents
- Processing inward and outward deliveries and arranging distribution
- Receiving and sorting emails addressed to the College and redirecting them appropriately
- Maintaining mail register
- Sorting incoming mail and distributing to staff
- Adding notices into SEQTA
- Updating the student database with student absences as notified by parents and staff
- Completing administration tasks related to reception/Administration, such as; filing, distribution of notices, labelling pigeon holes.
- Maintaining Reception communications book with all issues/resolutions
- Maintaining telephone system, voice mails and lists
- Facilitating the sign in and out of visitors, student, CRT’s and contractors to the College
- Sorting and distributing lost property
- Generating emails to staff for unmarked rolls
- Monitoring student attendance in accordance with college Attendance Policy and Procedure
- Basic first aid in Early Years (Nurse is called for serious incidents, or paramedics if out of nurse hours).
- Administration of medications as prescribed and directed by parent/guardian
- Preparation of excursion bags as required
- Maintaining a clean and safe working environment
- Communicating and liaising with the nurse regarding anything related to student/staff health or first aid.
- Reception staff are required to be trained in any aspect of first aid as deemed necessary by PVCC (including but not limited to anaphylaxis management, asthma management, epilepsy management and diabetes management).
- Assisting operation of Early Years canteen
- Maintaining written procedures for this role
- Other duties as requested
- Backup when required for EdSmart (digital communication system) for incursions and excursion, following up non-responses, preparation of spreadsheet, printing and providing medical forms to nurse and staff.
- Appropriate and efficient use of software including the Microsoft Office suite and student management systems.

Other duties

It should be noted that this position description, although detailed, is not exhaustive and the Business Manager or the Office Manager may at their discretion vary the responsibilities of the Reception/First Aider as operational situations, consistent with this position, change.

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Accountability and extent of authority

The Reception/First Aider at PVCC is accountable 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 administrative and reception tasks in a friendly, accurate and professional manner.

Skills and knowledge

Demonstrated specialist skills and knowledge

- Excellent customer service skills and telephone manner.
- Administration experience.
- General understanding of the services and programs of a private school.
- Database and Microsoft Office software competence.
- First aid knowledge and experience.

Management skills

- Ability to manage time and planning and to organise own work to achieve set and specific objectives in an efficient way and within resources available

Interpersonal skills

- Punctuality.
- Relate well with staff, students, parents and visitors.
- Trustworthy and maintain confidentiality.
- Interact with people on all levels and maintain a high degree of confidentiality.

Qualifications and experience

- Year 12 secondary school or equivalent qualifications supported by the completion of relevant industry-based training or experience.
- Exposure to a similar environment highly desirable.
- Certificate 2 in First Aid (essential).
- Current Working with Children Check.

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Compliance Responsibilities

All staff are required to comply with all policies, procedures and requirements for:

- **risk management** – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson
- **occupational health and safety** – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required
- **equal opportunity** – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination
- **code of conduct and dress code** – comply with all standards
- **confidentiality** – maintain a high level of confidentiality at all times

The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2020.

All applicants must support the Christian ethos of the College. Applications must be received electronically to employment@pvcc.vic.edu.au or in hard copy to the Principal's Assistant, Plenty Valley Christian College, 840 Yan Yean Road, Doreen, 3074.

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POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent:

Name _____

Signature _____ **Date** __/__/____

Manager

Name _____

Signature _____ **Date** __/__/____