

JOB DESCRIPTION

Position: Junior School Receptionist – Term Time Only + 10 days

Appointed by: The Principal

Report Directly to: Head of Junior School

Commencing: ASAP

Overview:

The Illawarra Grammar School is a co-educational Anglican School located in the Illawarra, catering and caring for students in Preparatory to Year 12.

The School is earning a reputation for achieving excellent educational outcomes for its students. This is a reputation that our learning community is determined to enhance.

The Illawarra Grammar Statement of Mission and Values captures the School's fundamental commitment to quality teaching and learning that:

- has rigorous student learning as its core business;
- is built around the pursuit of academic excellence; and
- cultivates an aspirational ethos that values and pursues the achievement of outstanding learning outcomes.

The School's Mission Statement reads:

"The achievement of academic excellence in a caring environment that is founded on Christian belief and behaviour, so that students are equipped to act with wisdom, compassion and justice as faithful stewards of our world."

A demonstrated commitment to, and support of, the School's Mission and Values Statement are essential.

Position Overview:

The Junior School Receptionist plays a vital role in ensuring the smooth operation of the Junior School office. This position provides professional reception duties, administrative support to the Junior School Executive and teachers, and first aid services to students. The successful candidate will probably be the first point of contact for students, parents, and visitors, ensuring all interactions are positive, welcoming and professional.

Key Responsibilities

- Provide administrative support to ensure the efficient daily operation of the Junior School office.
- Manage incoming mail, sort, date, and distribute items as required
- Serve as the first point of contact for visitors and phone inquiries, directing them appropriately and handling messages promptly and accurately
- Administer first aid and student medication, supporting students with special medical needs
- Coordinate appointments for parents, staff, and external visitors
- Prepare correspondence, reports, presentations for assemblies and special events, and other documents as required
- Assist with the organisation of Junior School events, including catering, setup, and cleanup
- Consent2Go maintenance - managing permission for excursions/events and updating student lists/groups
- Manage and process the Junior School Awards program
- Oversee co-curricular and extra-curricular activities, including registrations and online parent communication
- Attendance - managing daily student attendance (ensuring class rolls are marked, signing students in/out, SMS/email absence notifications). Extended Leave/Exemption applications and certificates/declined letters. Weekly attendance tracking and follow up
- Perform other duties as required, relevant to the role

Key Competencies & Attributes

- Strong customer service skills with a warm, welcoming demeanour
- High attention to detail and strong organisational abilities
- Ability to manage multiple tasks efficiently and meet deadlines
- Proactive and adaptable in a fast-paced school environment
- Ability to work respectfully and collaboratively with students, staff, and parents
- Ability to be discreet and maintain confidentiality.

Education & Experience**Essential:**

- Relevant administrative experience, demonstrating initiative and efficiency
- Senior First Aid Certificate
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Outlook, Excel).

Desirable:

- Previous experience in an educational environment
- Strong negotiation skills and problem-solving abilities
- Excellent written and verbal communication skills
- Ability to work both independently and collaboratively within a team
- Strong organisational skills, with the ability to manage competing priorities effectively.

Technology & Systems Experience

- Experience using student management systems (e.g., Sentral, Synergetic, SEQTA) is desirable
- Familiarity with event management software and online communication platforms is an advantage.

All staff at The Illawarra Grammar School are expected to act professionally at all times, to contribute to the Christian ministry of the school, and to be loyal to the Principal and publicly supportive of her decisions.

Working Conditions

- This position may necessitate some out-of-hours work on weekends and evenings
- The level of appointment will be determined based on qualifications and experience
- Employment will be subject to the provisions of the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 or any industrial agreement that replaces that award.

Dr Julie Greenhalgh

Principal

February 2025