

Student Receptionist – Part-time or Full-time

Rouse Hill Anglican College is an independent, Christian, co-educational day school serving 1,450 students from Pre-Kindergarten to Year 12.

The Student Receptionist is a valued member of the College Administration team, contributing to a warm, welcoming environment for students and parents, as well as supporting the overall operations of the College.

The role is either part-time (3-4 days), or full-time, for term-time only

The position will commence in September 2020 or by negotiation.

REQUIREMENTS

The preferred applicant will be able to demonstrate:

- competence in reception duties - parent/student enquiries, phone/email contact, sickness oversight, student supervision, sign in/out and data entry;
- skills in using online systems, mobile devices and applications (e.g. Edumate);
- well-developed interpersonal and communication skills (written and verbal);
- a high level of organisational skills with strong attention to detail;
- an ability to multi-task and prioritise, in a busy setting;
- an ability to work as part of a wider team.

Knowledge and experience in school administration and reception operations would be beneficial.

An administration qualification (e.g. Certificate or Diploma) and relevant experience is desirable.

A Working With Children Check clearance and current First Aid Certificate are required.

To apply for this position, complete the "Application for Employment Non-Teacher" form available from the College web-site (Employment Section) www.rhac.nsw.edu.au and email it together with your resume and referees (including your Church Minister) to:

info@rhac.nsw.edu.au

Closing date: 14 August 2020