



Atlantis Beach Baptist College

Office Manager (Reception) Duty Statement

Atlantis Beach Baptist College seeks to employ a Christian, suitably qualified, dedicated and enthusiastic Office Manager. It is expected that the appointed person will work collaboratively with other staff.

Atlantis Beach Baptist College expects that all staff will at all times demonstrate the highest possible professional, Christian and ethical standards whilst employed in the ministry of the College.

Duties and responsibilities of the Office Manager (Reception)

The Office Manager role contributes to the provision of quality services by providing reception and administrative support for Atlantis Beach Baptist College in a professional and efficient manner, which will reflect the College's mission, Christian values and reputation.

The Office Manager is required to demonstrate initiative and work as an enthusiastic flexible team member in accordance with the College's office routines and procedures.

The Office Manager plays a vital role in the day to day running of the College and as such reports directly to the Principal.

Additional attributes required are:

Essential

- An ability to work with and relate to children and their parents
- Strong administration skills – organised, thorough, with meticulous attention to detail
- Excellent communication skills (verbal and written)
- Ability to work effectively under pressure and meet deadlines
- Excellent levels of computer literacy and touch-typing skills
- High level of proficiency in the use of Microsoft Office and Maze or SEQTA
- IT proficiency for the compilation and distribution of the College's fortnightly newsletter and contribute to the maintenance of the College's website
- The ability to create a positive, friendly impression with all people
- Ensure the front office and reception is clean, tidy and neat at all times
- Be proactive, punctual and reliable and perform your duties to a high professional and ethical standard
- Be well-presented and spoken
- Maintain a well-groomed and business like appearance
- Excellent telephone skills
- Vibrant, friendly, customer focused nature
- Enjoy dealing with people on a daily basis, being tolerant and polite but assertive
- Work collaboratively, establishing rapport and maintaining effective working relationships with students, parents and staff of the College community
- Provide the College Principal and other senior staff with professional administrative support including taking accurate and properly detailed messages/meeting minutes, word processing duties, letters etc.
- Follow and implement all relevant College policies and procedures
- Demonstrate the College values in attitude and practice
- Maintain a personal Christian faith
- Support and contribute to the Christian ethos of the College
- Actively "live out" the College's Christian mission

- Seek to resolve differences constructively
- Attend after hours and weekend College events as required
- Lead and manage Student Services and Reception staff.
- Responsible for the day-to-day management of the Parent Reception, Student Services and Student Support Services.
- Ensure the office provides an effective and efficient service to staff, students, parents and community members.
- Work with the Principal on uploading the State and Federal Student Census', Uploading student results when required to the School Curriculum and Standards Authority and administrating the school based immunization program.
- Ensure the effective management of communication with College families (electronic, postal service or telephonic).
- Ensure general office is kept organized and paperwork and data filed appropriately.
- Ensure accounts are efficiently managed.
- Ensure enquires from staff, students, parents and community members are dealt with promptly.
- Ensure all pupil records and documents are properly maintained, filed and manually/electronically transferred when student leaves.
- Ensure that inventories of supplies, equipment and materials are maintained for the purpose of ensuring the availability of items needed.
- Ensure that all visitors to the College are received in a friendly and professional manner.
- Ensure all visitors to the College are signed in securely and an identification badge allocated.

Desirable

- Previous experience in a school administrative role
- First Aid qualification

Other

- Attend College functions, events and meetings in and out of schools hours and undertake duties related to their role in the College.
- Maintain and uphold the College's high standards of behaviour, work standards and uniform presentation as they work with and interact with students and their families.
- Fulfill all duty of care obligations to students under their supervision/care ensuring the highest possible standards of health and safety are put into practice.
- Endeavour at all times to demonstrate the College's values in attitude and practice.
- Maintain a personal Christian faith.
- Support and contribute to the Christian ethos of the College.
- Seek to resolve differences constructively.
- Other duties as requested by the Principals.

Qualifications

- The successful applicant will have excellent inter-personal and professional qualities, including compassion, high order written and oral communication skills, initiative and the ability to work as part of a team.
- Police Clearance and Working With Children Check is required.

EMPLOYMENT DETAILS

The position is initially part time 0.4FTE, commencing January 11 2016, working 10 weeks per school term, and the second week of Term 1,2 and 3 school holidays. The position will become full time (1.0FTE) on Wednesday July 13 at the start of Semester 2 2016. 4 weeks annual leave is to be taken following the final staff day in Term 4 each year (ie Christmas/New Year period).

Full time (1.0 FTE) Monday to Friday 37.5 hours per week as below:

Monday to Friday 8am – 4.00pm (with a 30 minute lunch break)

Additional hours will be required to work during busy periods, usually this is prior to the start of the school year and reporting periods. This will be paid on an hourly basis or a negotiated leave in lieu arrangement made.