



POSITION DESCRIPTION

Role	Receptionist
Team	Administration
Reports to	Executive Assistant to Principal
Employment Type	Full-Time (Monday to Friday 8am to 4pm)

The Role

The Receptionist plays a pivotal role in the smooth operation of the school's front office. As the first point of contact for students, parents, staff, prospective families and visitors, this position requires exceptional professionalism, discretion, and communication skills. The successful candidate will provide high-level administrative support to senior school while maintaining a welcoming and efficient front office environment.

Key Responsibilities

Reception Duties:

- Greet and assist all visitors with warmth, courtesy, and professionalism.
- Answer and direct incoming calls and manage inquiries via phone, email, and in person.
- Maintain a tidy and organised reception area that reflects the school's standards.
- Manage deliveries and courier services.

General Duties:

- Liaise with staff, students, and parents in a courteous and efficient manner.
- Assist with administration tasks for other areas of the School during peak periods.
- Ensure strict confidentiality in handling sensitive information.
- Perform other duties as directed by the Executive Assistant to Principal.

Key Selection Criteria

- Proven experience in a receptionist or administrative support role.
- Outstanding interpersonal and communication skills, both verbal and written.
- Highly developed organisational skills with the ability to manage competing priorities.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to work collaboratively in a professional environment.
- Demonstrated discretion, confidentiality, and integrity.

Qualifications

- Current Working with Children Check (or willingness to obtain).
- First Aid certification (or willingness to obtain).
- Commitment to the values and ethos of an all-girls independent school.