



## Masada College St Ives Sydney

<b>Position</b>	Receptionist
<b>Reports to:</b>	Office Manager, Personal Assistant / College Principal & Board of Management
<b>Department</b>	Administration
<b>Location</b>	St Ives
<b>Commence</b>	asap
<b>Term / Conditions</b>	<ul style="list-style-type: none"> <li>• Temporary Part Time (School Term Time only) FTE 0.4 (two days per week / shared role) with a possibility of permanency</li> <li>• 8am to 4pm daily</li> <li>• Flexibility required to work extra hours when required, up to 10 working days at beginning / end of each academic year. Masada College abides by the Association of Independent Schools Multiple Enterprise Agreement. To be confirmed pending qualifications / experience of candidature. <ul style="list-style-type: none"> <li>• tbc Level 2, Clerical Officer, Full Time Gross Salary is \$61,865</li> <li>• tbc Working part time ie School Term Time only is Gross \$53,974.10</li> <li>• This position will be paid pro-rata the number of days worked per fortnight</li> </ul> </li> </ul>
<b>Masada Ethos</b>	Masada College bases its ethos on three things; being Jewish, on being Australian and being nurturing. Every year our graduates emerge with the highest academic achievements and move into various fields of tertiary study.
<b>Location:</b>	<p>Masada College is located in St Ives in Sydney's leafy North Shore. A 20 minute drive from the central business district of Sydney.</p> <p><a href="http://www.masada.nsw.edu.au/">http://www.masada.nsw.edu.au/</a>  <a href="https://www.google.com.au/maps/@-33.7248368,151.1348609,13z">https://www.google.com.au/maps/@-33.7248368,151.1348609,13z</a>  <a href="http://www.kmc.nsw.gov.au/Home">http://www.kmc.nsw.gov.au/Home</a></p>
<b>Mission Statement</b>	In our students, through Jewish values and a nurturing community, Masada College engages and instils a genuine love of learning with a quest for excellence.
<b>Vision Statement</b>	Masada College is internationally renowned for Jewish values and educational excellence.
<b>Reception Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• as first point of contact the incumbent must be an ambassador for the College, building positive relations internally and externally</li> <li>• meet and greet all persons in a professional and welcoming manner</li> <li>• ensure waiting time is kept to a minimum by following up with host when necessary</li> <li>• answer telephone in a professional and timely manner</li> <li>• make enquiries of caller to ensure they are transferred to the most appropriate person</li> <li>• ensure Reception area/s &amp; Meeting Rooms 1 &amp; 2 are tidy</li> <li>• follow up on any voice mails recorded from the previous night</li> <li>• ensure all messages, correspondence is daily, recorded and acknowledged, responded to all parties both internally / externally</li> <li>• communicate messages between students and parents and vice versa</li> <li>• prepare alternate telephone answering service greeting, relative to the appropriate days on the Masada Annual Planner (MAP)</li> <li>• mail / faxes, collect &amp; distribute to appropriate pigeon holes in a timely and efficient manner</li> <li>• prepare &amp; post mail including organisation of couriers</li> <li>• advise Mail Service when College is closed refer to Masada Annual Planner</li> </ul>



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<b>Key Accountabilities cont.</b>	<ul style="list-style-type: none"> <li>• students / staff / parents / guests - develop and maintain positive, respectful, supportive relationships</li> <li>• administer First Aid, assess and if required contact appropriate contacts and or emergency services</li> <li>• remain current with College structure, projects, refer to Masada Annual Planner MAP, which results in a professional Reception</li> <li>• assist staff in following and adopting best practice</li> <li>• maintain a safe friendly environment for everyone</li> <li>• be familiar and comply with College:             <ul style="list-style-type: none"> <li>○ policies</li> <li>○ procedures, guidelines</li> <li>○ security</li> </ul> </li> <li>• record minutes for staff meetings as per roster</li> <li>• maintain emails / incoming / outgoing</li> <li>• proof read College documents</li> <li>• escort Junior School students to After School Care at Corpus Christi</li> <li>• maintain facilities calendar</li> <li>• register functions and liaise with maintenance /security / business admin and other key personnel as required to coordinate</li> <li>• keep RSVP lists for functions</li> <li>• assist P&amp;F as required</li> <li>• create and monitor events using electronic provider as appropriate</li> <li>• assist in the coordination of Entertainment Book Fundraiser</li> <li>• issue &amp; maintain a register re Petty Cash for student locks / diaries / car permits &amp; kippots</li> <li>• scanning of documents for archiving</li> <li>• order items for functions as required</li> <li>• maintain register of student combination locks</li> <li>• assist the College Parents &amp; Friends Association when required</li> <li>• each school holiday prepare tasks for Reception</li> </ul> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>• ability to follow emergency procedures, initiate evacuation / lock down</li> <li>• maintain and update emergency folders for students / staff</li> <li>• assist in maintain parent security group (PSG) roster</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• provide assistance when appropriate of requests by staff</li> <li>• where appropriate assist with printing and photocopying</li> <li>• assist with purchasing for functions and place orders with all providers</li> <li>• assist with function set ups as required</li> </ul> <p><b>Print Room</b></p> <ul style="list-style-type: none"> <li>• assist in keeping area tidy and stocked</li> <li>• assist in maintaining / monitor / order stock (paper and other)</li> <li>• assist with binding and other printing jobs</li> </ul> <p><b>Stock Room</b></p> <ul style="list-style-type: none"> <li>• assist in organising area and keeping it tidy</li> <li>• monitor and order stock items</li> <li>• monitor distribution of stock</li> </ul> <p><b>Sick Bay / First Aid / Lost Property</b></p> <ul style="list-style-type: none"> <li>• maintain the area</li> <li>• monitor stock and reorder as required</li> <li>• maintain first aid kits lists and monitor stock levels</li> </ul>
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<b>Key accountabilities cont.</b>	<p><b>Staff Room</b></p> <ul style="list-style-type: none"> <li>• assist in keeping area tidy</li> <li>• monitor stock levels (coffee / tea / sugar and cleaning products) and re-order as required</li> <li>• top up containers as required</li> <li>• order milk each term and put in the fridge on each Monday morning</li> </ul> <p><b>Students / Parents</b> assist with:</p> <ul style="list-style-type: none"> <li>• preparing student health alerts for staff on noticeboard</li> <li>• maintaining student attendance / arrive late / leave early / &amp; extended leave</li> <li>• student vaccinations</li> <li>• collecting / collating all student forms ie excursions, music</li> <li>• organisation / maintenance of student Bus Passes</li> <li>• preparation of students files (current &amp; new) preparing relevant lists &amp; rosters for Head of Junior School</li> <li>• co-ordinating Typequick</li> <li>• student banking</li> </ul> <p><b>Catering</b></p> <ul style="list-style-type: none"> <li>• staff room supplies</li> <li>• events / functions</li> </ul> <p><b>Organisation</b></p> <ul style="list-style-type: none"> <li>• assist in organisation of school functions &amp; events</li> <li>• prepare certificates for student awards</li> <li>• manage photo records</li> </ul> <p><b>Extra Curricular Program</b></p> <ul style="list-style-type: none"> <li>• liaise with staff and parents particularly Music and PE, re Before and After School arrangements / activities</li> </ul>		
<b>Skills / Attribute</b>	<ul style="list-style-type: none"> <li>• <b>highly experienced multi tasker</b></li> <li>• strong / high energy levels</li> <li>• proactive</li> <li>• team player</li> <li>• strong communication skills, verbal &amp; written</li> <li>• strong organisational skills, prioritisation, managing with constant interruptions, multi-tasking</li> <li>• polite, professional</li> <li>• keen interest in pedagogy / empathy in working in a school environment</li> <li>• willingness to adopt new approaches / be flexible</li> <li>• IT - competent, strong knowledge, G Suite (Gmail, Calendar, Docs, Sheets); Microsoft Office (Outlook, Word / Excel / Publisher), MAZE, EDVAL, SEQTA</li> <li>• First Aid Certificate (current)</li> </ul>		
<b>Masada Ethos</b>	<p>Masada College bases its ethos on three things; being Jewish, on being Australian and being nurturing. Every year our graduates emerge with the highest academic achievements and move into various fields of tertiary study.</p>		
<b>Applications to:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Mr Martin Tait, College Principal,</p> <ul style="list-style-type: none"> <li>• Applications to include:</li> <li>• letter of application and</li> <li>• curriculum vitae with</li> <li>• details of two contactable referees a</li> <li>• Working With Children Check</li> <li>• Current First Aid Certificate</li> </ul> </td><td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• <b>Closing Date:</b> ASAP</li> <li>• Email <a href="mailto:jmiddleton@staff.masada.nsw.edu.au">jmiddleton@staff.masada.nsw.edu.au</a></li> <li>• All applicants will be required to have a Working With Children Check <a href="https://www.service.nsw.gov.au/transaction/apply-working-children-check">https://www.service.nsw.gov.au/transaction/apply-working-children-check</a></li> </ul> </td></tr> </table>	<p>Mr Martin Tait, College Principal,</p> <ul style="list-style-type: none"> <li>• Applications to include:</li> <li>• letter of application and</li> <li>• curriculum vitae with</li> <li>• details of two contactable referees a</li> <li>• Working With Children Check</li> <li>• Current First Aid Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Closing Date:</b> ASAP</li> <li>• Email <a href="mailto:jmiddleton@staff.masada.nsw.edu.au">jmiddleton@staff.masada.nsw.edu.au</a></li> <li>• All applicants will be required to have a Working With Children Check <a href="https://www.service.nsw.gov.au/transaction/apply-working-children-check">https://www.service.nsw.gov.au/transaction/apply-working-children-check</a></li> </ul>
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