

Status:	School Reception, Administration & First Aid.
Commencement date:	Term 2 2021
Term of Employment:	27 th April – 10 th December 2021 (hours of Work 10:30 am – 2:30 pm daily during school term time)
Area of appointment:	Primary School - Administration
Position Reporting to:	Reception Supervisor and the Business Manager
Committee Membership	N/A
Pre-requisites:	<p>These qualifications/certificates are required prior to commencing employment at HILLS and must be updated for the duration of employments at HILLS:-</p> <ul style="list-style-type: none"> • Current Working with Children Certificate • Current Responding to Abuse and Neglect Training Certificate • Current First Aid Certificate • Current Driver's License

Introduction

HILLS is seeking applications for a School Reception, Administration & First Aid Assistant commencing in Term 2 2021:

- whose personal Christian faith, is reflected in his/her daily living
- who can enhance our existing strong culture of community
- to work within a highly enthusiastic and supportive team
- who is reliable, trustworthy, adaptable, efficient and possess the ability to work as an effective team member.
- who will support the Vision of the School as stated in the Constitution.

Personal Specification

Staff members of The Hills Christian Community School Inc. are expected to uphold and demonstrate personal qualities and behaviours which are consistent with the School's statement of Aims and Objectives and its Statement of Belief. These include:

- A personal Christian faith, which is reflected in his/her daily living.
- Good written and verbal communication skills Acceptance and respect for people from diverse backgrounds and viewpoints
- Experience with attending to First Aid.
- The ability to work co-operatively and harmoniously as part of a team.
- Being supportive and encouraging to children or adolescents, colleagues and parents.
- Having positive relationships and open communication with the whole school community.
- A positive outlook on life which enhances relationships.
- A pleasant, welcoming and receptive personality
- Well organised.
- An ability to work independently and learn quickly.
- Proficient in Word, Excel, Publisher and Microsoft Office.

Key Selection Criteria

Responsibilities:

Staff at The Hills Christian Community School are expected to:

- Assist with student absentees
- Customer Service – over the counter, email and phone enquiries (first call)
- Student medical treatment and documentation (first call)
- Assist with Report printing and distribution
- Student data maintenance
- Filing as required
- Bus bookings
- Daily emails (check throughout day)
- Providing word processing and clerical support
- Other jobs as assigned
- Any other duties as directed by the Reception Supervisor, Office Coordinator, Business Manager or Principal.

Welfare, Health & Safety (WHS):

- Report any incidents (involving yourself or others), hazards or near misses to the WHS Coordinator, so that appropriate remedial action may be taken
- When preparing for any School events that may involve food preparation for the consumption by the general public, ensure that it complies with our “Safe Food Handling Policy” (WHS0028).
- Participate in Evacuation Drills as instructed by the Management Team.