

Status	Permanent Part Time (0.83 FTE) for 43 weeks per annum Monday – Friday 8:25 am – 3:55 pm (during term time plus 3 additional weeks during the school holidays) Grade 2 Year 1 –3 (depending on experience) Approx. \$63,043 –\$65,798 FTE equivalent \$75,401 – \$78,696
Commencement date	Monday 19th January 2026
Area of appointment	Primary School Office Reception & Administration
Position Reporting to	Office Manager
Pre-requisites	These qualifications/certificates are required prior to commencing employment at HILLS and must be updated for the duration of employment at HILLS:- <ul style="list-style-type: none"> • Suitable Customer Service/Administration experience • Current Working with Children Check • Current Responding to Risks of Harm, Abuse and Neglect Training Certificate (RRHAN-EC) • Current First Aid Certificate • Drivers Licence

Introduction

The Front Office Administration serves as a key point of contact for internal and external stakeholders, ensuring smooth communication and coordination within the school community. This position requires exceptional organisational skills, attention to detail, and the ability to manage multiple tasks efficiently. This position offers an exciting opportunity for a dedicated professional to make a meaningful impact within a dynamic, supportive and Christian school community.

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 your daily living
- Excellent communication skills, both written and verbal, with the ability to be flexible and remain calm under pressure
- A commitment to a team environment
- A pleasant, welcoming and receptive personality with an approachable manner
- An ability to work independently and learn quickly
- Being able to be flexible and capable of fulfilling a variety of roles
- Maintaining a high level of discretion and confidentiality
- Demonstrate an excellent work ethic

Key Responsibilities

Reception & Front Office Coordination

- Act as the primary point of contact for all visitors, phone calls, and general enquiries, ensuring a welcoming and professional front office environment.
- Maintain continuous coverage of the front desk, coordinating appropriate relief when required.
- Respond to email enquiries promptly and direct communication to relevant staff as needed.

Student Services & Attendance

- Process and monitor daily student absentees, including follow-up with educators who have not completed their rolls.
- Supporting the First Aid Officer to provide first response for student medical needs, including basic treatment, documentation, and parent communication.
- Triage students seeking wellbeing support and arrange timely access to the appropriate Wellbeing team member as required.
- Maintain accurate and up-to-date student data and records.

Administrative Support

- Manage School Stream functions including collection of consent and permission forms.
- Provide clerical and word-processing support, including data entry, filing, and document preparation.
- Coordinate Primary School bus bookings for excursions and camps and communicate relevant details as required.
- Facilitate before and after school bus bookings
- Complete & oversee facility hire and room bookings
- Collect, distribute, and organise incoming and outgoing mail
- Monitor and distribute classroom amenities
- Collate and record Working with children checks, RHANN - EC and insurance documentation for volunteers and music tutors
- Maintain the key register and coordinate allocation of keys
- Maintenance of student data in collaboration with Enrolments Department
- Assist staff with room bookings
- Purchase and maintain staff room kitchen supplies and ensure the area remains clean and orderly.
- Assist families through the Student School Care Insurance Claim process
- Assist with Teachers Aide requests as required
- Attend and support meetings, events, and school functions as required.
- Liaise with the Maintenance Manager regarding site issues and follow up on required actions.
- Carry out any additional duties as directed by the Office Manager, Business Manager, or Principal.

Professional & School Community Engagement

- Participate in ongoing school professional development programs.
- Be willing to engage in the devotional and community life of the school.

Workplace Health & Safety (WHS)

- Undertake Assistant Auditor role and assist in evacuation and lockdown drill documentation
- Report any incidents (involving yourself or others), hazards or near misses to the WHS Coordinator, so that appropriate remedial action may be taken
- Participate in Evacuation Drills as instructed by the Executive Leadership Team.

Key Selection Criteria

- A personal Christian faith, which is reflected in their daily living
- Previous experience in a similar role, preferably in an educational setting
- Certification in First Aid and CPR and a proven ability to carry out First Aid confidently and effectively
- Relevant experience/skills required to perform administrative duties, including a sound knowledge of the Office 365 suite of applications
- Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure
- An ability to communicate professionally with staff on a range of matters associated with the activities and operations of the school both orally and in writing
- Meet strict confidentiality requirements in relation to all students/staff/families and school operations in general