



Selection Criteria and Job Description Alta-1 College- Administration (Reception)

SELECTION CRITERIA

Please ensure you address the below selection criteria in no more than 4 pages and submit along with a cover letter, your resume and pastor's reference.

Section 1 – Essential

1. Demonstrated personal faith and commitment to the Lord Jesus Christ.
2. Attend church on a regular basis.
3. Meet the requirements to be granted a Working With Children Check.
4. Demonstrated sound understanding of office administration procedures.
5. Intermediate to advanced knowledge of Microsoft Office Suite.
6. Proven record of self-motivation, efficiency and professionalism.
7. Ability to adapt and quickly respond to new systems and processes.
8. Ability to interact with a range of clientele in various capacities.
9. Demonstrated capacity to work as part of a team.

Section 2 – Desirable

1. Previous experience working within a school administration office.
2. Relevant qualifications
3. SEQTA and Schoolpro2 experience.
4. Previous data entry experience.
5. Previous experience with Mac and Windows software.

Job Description ALTA-1 Administration Officer (Reception)

Primary Role

The primary role of the Administration Officer (Reception) within Alta-1 College is to be the first point of contact with the public through acting as the Head Office receptionist and providing support to the administration team.

Role Domains

This role is built around the following domains:

- Answering phones and emails
- Providing administration support to the Head office
- General office duties

Responsibilities of the Role

Professional responsibilities:

- The Administration Officer (Reception) serves as a member of the school's office administration.
- The Administration Officer (Reception) is required to maintain collegial and professional relationships with other members of the staff across Alta-1 College.
- The Administration Officer (Reception) is expected to actively support the Christian ethos of Alta-1 College.

Specific responsibilities of the Administration Officer (Reception) within the Alta-1 College office include the following:

Reception

▪ Respond in the first instance to incoming telephone calls and email enquiries
▪ Direct telephone and email enquiries to appropriate staff members
▪ Greet visitors to the office

Student Enrolment

▪ Respond to enrolment enquiries received by phone, mail, email and in person
▪ Receive and check student enrolment documentation
▪ Enter and maintain student enrolment data into SchoolPro and SEQTA
▪ Assist with the collection of school fees via phone, emails and mail
▪ Provide special needs funding administration support as directed

Secretarial

▪ Maintain vehicle records: weekly checklists and periodic maintenance
▪ Maintain records of other school assets
▪ Maintain booking schedule of meeting rooms in the office
▪ Undertake general filing and archiving
▪ General office duties as directed
▪ Arrange meetings, interviews and other appointments as directed

Records

▪ Maintain College records as required
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Data Entry

▪ Assist with data entry as required

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Alta-1 College- 08) 9403 8200

E-mail-HR@alta-1.wa.edu.au

General Office Duties

▪ Collect, open and distribute incoming mail
▪ Compile and post outgoing mail
▪ Monitor and order stationery requirements
▪ Assist other administration officers as requested
▪ Maintain office kitchen and toiletry supplies
▪ Oversee internal phone system
▪ Record telephone greetings and messages
▪ Assist new staff with shirts, badges, logins, etc as requested
▪ Assist the management team with the organisation of the end of year awards ceremonies.
▪ Other duties as directed

Reporting Relationship

The Administration Officer (Reception) is responsible to the Business Manager, for the general discharge of all his/her duties.

External Relations

Public relations (eg. Contact with the media, police other organisations) and contact with general external agencies is the responsibility of the Principal or delegate.