

Receptionist/Administrative Assistant

Canowindra Campus, Taylors Lakes and/or Yirramboi Campus, Keilor
 Casual/Temporary Position as required

ABOUT OVERNEWTON COLLEGE

Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for approximately 2,000 students across two campuses located in Keilor and Taylors Lakes.

Overnewton Anglican Community College strives to be an inclusive learning community, providing a respectful environment where students aspire to excellence in a broad range of curricular and co-curricular opportunities. We value our Christian foundation, and the importance of parents as active members of our College family, as we work together, endeavoring to prepare each of our students to be mentally, physically and spiritually ready for life.

Information about Overnewton College is available on the College website: www.overnewton.vic.edu.au.

All staff participate in the full life of Overnewton College, including being supportive of our Christian ethos and contributing to the breadth and depth of our student and staff programs. Joining Overnewton College means being part of an inspiring, caring and professional community, innately believing that students are at the centre of our decisions.

Position Description

Position Title	Receptionist/Administrative Assistant
Campus	Cross Campus
Reports To	This position is accountable to the Principal through the Business Manager, with responsibility also to the Personal Assistant to the Business Manager (who coordinates school holiday and annual leave rosters).
Position Summary	<p>The relieving Receptionist/Administrative Assistant will provide high-level customer service and support to all school parents, students, staff and visitors along with administrative assistance with the day to day running of the College as required.</p> <p>This role will be flexible in order to support the administrative needs within all schools of the College. The successful applicant will be required to work school holiday periods and must be available between the hours of 8am and 5pm.</p> <p>The successful applicant will be an active member of the School team who enjoys working in a busy, friendly environment and is a member of the College and Campus based administration teams.</p>
Position Relationships	Internal liaisons of this position are other administrative staff.
Key Responsibilities	<p>Front of house duties for the various schools and College wide include but are not limited to:</p> <ul style="list-style-type: none"> • Welcoming and assisting parents, students, staff and visitors competently, confidently, and professionally in a timely manner • Visitor and student sign in and out, answering phone calls, responding to student

	<p>and staff request and enquiries</p> <ul style="list-style-type: none"> • Act as a designated building warden in the event of fire or lockdown • Daily Attendance Reporting • Various administrative duties associated with the role, e.g. photocopying, distribution of internal mail and mailing of external mail • Assist the management of activity documents, e.g. excursions, incursions and camps • Maintain awareness of policies and procedures specific to the College • Provide administrative support as delegated by the Personal Assistant to the Business Manager and/or the relevant Head of School in which the role is allocated on the day • Carry out any other responsibilities as required by the above
Key Qualities, Relevant Skills, Knowledge and Experiences	<p>Within the context of the role described, the incumbent will be expected to have, and performance will be measured against, the following:</p> <ul style="list-style-type: none"> • Ability to work as part of a cohesive and high performing team • A positive and proactive team-based approach • Demonstrate initiative and the ability to work independently as well as collaboratively • Adaptability and change responsive in an atmosphere of constantly shifting priorities • Strong ability to prioritise and remain focused under pressure • Excellent attention to detail • Ability to meet deadlines • High level organisation and capacity to maintain a neat, ordered workspace within the School • Demonstrated ability to maintain confidentiality in all aspects of student, staff, client and College information • Demonstrated excellent skills in Office 365/ Microsoft Office, particularly Word and Excel • High degree of computer literacy • Demonstrated data analysis skills • Excellent organisational and time management skills in a fast-paced environment • Excellent verbal and communication skills • Flexibility in working independently and to changing time frames • Capacity to work autonomously, flexibly and with discretion • Experience with the use of databases: knowledge of SAS and Compass software • Attendance Reporting is an advantage • A good working knowledge of all aspects of the Campus and the College • Willingness to learn and adopt new processes and technology
Qualifications	<p>Business Administration or equivalent qualifications (minimum Certificate IV level) will be highly regarded.</p>
Conditions of Employment	<ul style="list-style-type: none"> • All teachers will hold current registration with the Victorian Institute of Teaching (VIT). • All education support staff will have a current Working with Children's Card (Employee). • It is expected that all staff will support the Christian ethos of an Anglican school. • Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work

	<p>within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.</p> <ul style="list-style-type: none"> Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's well-being and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.
Application Process	<p>Written applications should be emailed to humanresources@overnewton.vic.edu.au and should include:</p> <ul style="list-style-type: none"> a brief cover letter of no more than one page a candidate statement addressing experience relevant to the key responsibilities the contact details of three referees, one of whom should be your current line manager. Note that referees will not be contacted without your prior consent. <p>Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact Natalie Dedman (9334 0115)</p> <p>In the first instance, further enquiries about this position should be directed to the Director of Human Resources, Simone Lambert (9334 0147)</p>
Selection Process	<p>A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel. Final appointments are made by the Principal or delegate. Details of employment conditions can be discussed with the Principal or delegate at final interview.</p>

Applications will be processed upon receipt

Overnewton Anglican Community College	
Vision	A community of Learners Embracing the Future
Mission	Overnewton Anglican Community College strives to be an inclusive learning environment with a strong Christian foundation. We value a respectful environment where students, staff and families, working together, aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.
Values	<p>Overnewton's Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.</p> <p>COMMUNITY: We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect in the wider community.</p> <p>LEARNING: We are all lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.</p> <p>RESPECT: We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.</p> <p>EXCELLENCE: We strive to excel in our learning, our work, our relationships and our play, making the most of every opportunity we are given.</p>
Website	Information about Overnewton College is available on the College website: www.overnewton.vic.edu.au .