



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

Receptionist – Grimwade House

Reporting to

The Head of Grimwade House

Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 650 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,150 boys - day students and boarders.

Purpose of the Role

Key responsibilities for the Receptionist at Grimwade House will include phone and office reception, data entry and general administration duties. Melbourne Grammar as a school, and, by extension, the Grimwade House Administration team as a support arm of the School, prides itself on the quality of its work and the depth of its engagement with the School community. Excellent first impressions and outstanding personal relations, along with attention to detail, are key qualities sought for this role.

The Receptionist will be expected to maintain thoughtful and considerate relationships with all members of the School and the broader community, regarded as an imperative aspect of this role.

This is an ongoing position, commencing Term 1, 2022.

Key Internal Contacts

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|-----------------------------|----------------------------------|
| Head of Grimwade House | Heads of Section (Junior, Upper) |
| Head of Teaching & Learning | Deputy Head |
| Parents | Students |
| Teaching Staff | Non-Teaching Staff |

Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

- Staffing the reception desk at the main entrance to Grimwade, and assisting all visitors to the office – including parents, students and staff, utilizing Passtab
- Answering and dealing with incoming calls on the main telephone line at Grimwade
- Entering absentee data for staff and students into the School's computer systems, including student movement during normal school day.
- Assisting students/families with daily organization.
- General office duties – filing, typing correspondence/newsletters
- Distribution of mail
- Basic maintenance/updating of information on the School's intranet
- Handling and accounting for petty cash and other small sums of money
- Occasional provision of elementary First Aid assistance to children
- Lunch time cover for the Health Centre
- Monitoring school gates during normal school day.
- Ensuring that the reception area is tidy and presents well at all times
- Other tasks, as required.

MGS Policies: Risk Management, Health and Safety and Child Safety

- Adhere to and implement all working practices and procedures in accordance with Melbourne Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take care of health and safety of self and others within area of responsibility



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- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Child Safety

Melbourne Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires MGS 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 the MGS child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children.

Knowledge, Skills and Qualifications

- High standard of personal presentation and excellent telephone manner
- Sound communication skills, both written and verbal
- Computer literacy – intermediate to advanced skills in MS Office suite – Word, Excel Outlook, Teams/Office 365
- Knowledge of Adobe Forms would be an advantage
- Knowledge of MS Query would be an advantage
- Knowledge of Synergetic (School database), CANVAS and basic desktop publishing would be highly regarded
- Accuracy and attention to detail, coupled with the ability to prioritise and meet deadlines in a busy environment
- Willingness and ability to work as part of a team
- Previous experience in a reception-based role
- Understanding of the education sector would be considered an advantage
- Must hold, or be willing to obtain, an Employee Working with Children Check.

General

This position is essentially a term time position, 8.00am to 4.00pm Monday to Friday, with a half hour lunch break. Additionally, there is an extra two weeks per year in the term breaks, one week prior to the commencement of Term 1 and the other after the conclusion of Term 4, plus 4 weeks of paid annual leave. Term dates are dictated according to the academic calendar of the School.

This position is located at the School's primary campus, Grimwade House, in Caulfield.

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent depending on the operational needs and requirements of the School.