



Masada College St Ives Sydney

Position	Receptionist - Casual FTE 0.6 (three days per week / shared role)
Reports to:	Manager, Facilities & Operations
Department	Business Administration
Location	St Ives
Commence	asap
Term / Conditions	<ul style="list-style-type: none"> • Casual (School Term Time only) FTE 0.6 (three days per week / shared role) • 8am to 4pm daily • Flexibility required to work extra hours when required. Masada College abides by the Association of Independent Schools Multiple Enterprise Agreement. To be confirmed pending qualifications / experience of candidature. <ul style="list-style-type: none"> • Clerical Officer, Level 2 Step 1 • Casual Rate \$40.60 per hour • This position will be paid pro-rata the number of days worked per fortnight
Masada Ethos	Masada College bases its ethos on three things; being Jewish, on being Australian and being nurturing. Every year our graduates emerge with the highest academic achievements and move into various fields of tertiary study.
Location:	<p>Masada College is located in St Ives in Sydney's leafy North Shore. A 20 minute drive from the central business district of Sydney.</p> <p>http://www.masada.nsw.edu.au/</p> <p>https://www.google.com.au/maps/@-33.7248368,151.1348609,13z</p> <p>http://www.kmc.nsw.gov.au/Home</p>
Mission Statement	In our students, through Jewish values and a nurturing community, Masada College engages and instills a genuine love of learning with a quest for excellence.
Vision Statement	Masada College is internationally renowned for Jewish values and educational excellence.
Skills Attributes	<ul style="list-style-type: none"> • highly experienced multi tasker • strong / high energy levels • proactive • team player • strong communication skills, verbal & written • strong organisational skills, prioritisation, managing with constant interruptions, multi-tasking • polite, professional • keen interest in pedagogy / empathy in working in a school environment • willingness to adopt new approaches / be flexible • IT - competent, strong knowledge, G Suite (Gmail, Calendar, Docs, Sheets); Microsoft Office (Outlook, Word / Excel / Publisher), MAZE, EDVAL, SEQTA • First Aid Certificate (current)



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Key Accountabilities	<p>Students / Parents assist with:</p> <ul style="list-style-type: none">• as first point of contact the incumbent must be an ambassador for the College, building positive relations internally and externally• preparing student health alerts for staff on noticeboard• maintaining student attendance / arrive late / leave early / & extended leave• maintain emails / incoming / outgoing• student vaccinations• collecting / collating all student forms ie excursions, music• organisation / maintenance of student Bus Passes• preparation of student files (current & new) preparing relevant lists & rosters for Head of Junior School• student banking• meet and greet all persons in a professional and welcoming manner• ensure waiting time is kept to a minimum by following up with host when necessary• answer telephone in a professional and timely manner• make enquiries of caller to ensure they are transferred to the most appropriate person• ensure Reception area/s & Meeting Rooms 1 & 2 are tidy• follow up on any voice mails recorded from the previous night• ensure all messages, correspondence is daily, recorded and acknowledged, responded to all parties both internally / externally• communicate messages between students and parents and vice versa• prepare alternate telephone answering service greeting, relative to the appropriate days on the Masada Annual Planner (MAP)• mail / faxes, collect & distribute to appropriate pigeon holes in a timely and efficient manner• prepare & post mail including organisation of couriers• advise Mail Service when College is closed refer to Masada Annual Planner• students / staff / parents / guests - develop and maintain positive, respectful, supportive relationships• administer First Aid, assess and if required contact appropriate contacts and or emergency services• remain current with College structure, projects, refer to Masada Annual Planner MAP, which results in a professional Reception• assist staff in following and adopting best practice• maintain a safe friendly environment for everyone• be familiar and comply with College:<ul style="list-style-type: none">○ policies○ procedures, guidelines○ security• record minutes for staff meetings as per roster• proof read College documents• escort Junior School students to After School Care at Corpus Christi• maintain facilities calendar• register functions and liaise with maintenance /security / business admin and other key personnel as required to coordinate• keep RSVP lists for functions• assist P&F as required• create and monitor events using electronic provider as appropriate• assist in the coordination of Entertainment Book Fundraiser• issue & maintain a register re Petty Cash for student locks / diaries / car permits & kippots• scanning of documents for archiving• order items for functions as required• maintain register of student combination locks• assist the College Parents & Friends Association when required• each school holiday prepare tasks for Reception
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<p>Key accountabilities cont.</p>	<p>Security</p> <ul style="list-style-type: none"> ability to follow emergency procedures, initiate evacuation / lock down maintain and update emergency folders for students / staff assist in maintain parent security group (PSG) roster <p>Staff</p> <ul style="list-style-type: none"> provide assistance when appropriate of requests by staff where appropriate assist with printing and photocopying assist with purchasing for functions and place orders with all providers assist with function set ups as required <p>Print Room</p> <ul style="list-style-type: none"> assist in keeping area tidy and stocked assist in maintaining / monitor / order stock (paper and other) assist with binding and other printing jobs <p>Stock Room</p> <ul style="list-style-type: none"> assist in organising area and keeping it tidy monitor and order stock items monitor distribution of stock <p>Sick Bay / First Aid / Lost Property</p> <ul style="list-style-type: none"> maintain the area monitor stock and reorder as required maintain first aid kits lists and monitor stock levels <p>Staff Room</p> <ul style="list-style-type: none"> assist in keeping area tidy monitor stock levels (coffee / tea / sugar and cleaning products) and re-order as required top up containers as required order milk each term and put in the fridge on each Monday morning <p>Catering staff room supplies events / functions</p> <p>Organisation assist in organisation school functions / events prepare certificates for student awards manage photo records</p> <p>Extra Curricular Program</p> <ul style="list-style-type: none"> liaise with staff and parents particularly Music and PE, re Before and After School arrangements / activities 	
<p>Application</p>	<p>Address to</p> <ul style="list-style-type: none"> Mr Martin Tait, College Principal, to include letter of application and curriculum vitae with details of two contactable referees a Working With Children Check Current First Aid Certificate 	<ul style="list-style-type: none"> Closing Date: Tuesday 6th April 2021 Email hr@staff.masada.nsw.edu.au All applicants will be required to have a Working With Children Check https://www.service.nsw.gov.au/transaction/apply-working-children-check