



**ALL SAINTS'  
COLLEGE**

# Senior School Receptionist

(Part-time 8.00am-12.30pm~ 0.6 FTE, immediate start)

## Role Highlights

- Supportive environment.
- Join a professional, friendly values-driven organisation.
- Key role with an opportunity to make a difference.

## The Role

Join our team as a dedicated Senior School Receptionist and become a vital part of the College's team. The Receptionist plays a crucial role in the smooth operation of the school by acting as the first point of contact for students, parents, and visitors. If you are organized, detail-oriented, and passionate about making a difference, we encourage you to apply.

Key Responsibilities:

- Greeting, assisting and/or directing College parents, students, staff, and visitors in a courteous, friendly and timely manner.
- Answering and screening all incoming telephone calls and handling or redirecting caller's enquiries where possible, ensuring all telephone messages are relayed to the appropriate staff member or College department promptly.
- Distribute and respond to all College information emails.
- Providing general secretarial and administrative support to a few departments within the College.
- Assist with the drafting, preparation and/or word processing of correspondence and written documentation as directed, ensuring documents conform to the College's style guidelines.
- Be prepared to assist in the handling of emergency/crisis situations in a calm and efficient manner in accordance with College policies and ensuring the appropriate level of confidentiality is maintained.
- Ability to provide support during periods of leave as required.

## About You

The role of Senior School Receptionist requires strong organizational, administrative, and clerical skills. In this role, you will have direct contact with College staff, parents and external visitors on a day-to-day basis whilst undertaking your responsibilities in a confidential and highly professional manner.

**SENIOR SCHOOL RECEPTIONIST**

*Essential criteria include:*

- A friendly, welcoming demeanour, with the ability to handle inquiries and concerns professionally.
- Ability to effectively communicate with students, parents, teachers, and staff, ensuring clear and respectful exchanges.
- Ability to manage multiple tasks efficiently, including scheduling appointments, managing files, and maintaining records.
- Proficiency in using Microsoft Office applications and Outlook, to perform various administrative tasks efficiently.
- Meticulous approach to work, ensuring accuracy in all tasks, from data entry to document preparation and event coordination.
- Understanding the importance of maintaining confidentiality regarding student and staff information.

*Highly Desirable criteria include:*

- Familiarity with the operations and dynamics of a school environment.

### **About All Saints'**

All Saints' College is one of WA's leading coeducational independent schools, catering to students from Pre-Kindergarten to Year 12. With a focus on developing students as individuals to become confident global citizens, the College's innovative and future-focused approach to education allows students and staff to explore diverse pathways and opportunities.

Situated on Gabbiljee (Bull Creek), the College's vast and landscaped 19-hectare property features state-of-the-art facilities, integrated natural environments, contemporary learning spaces, and unique community spaces for connecting and sharing including the College café, Wanju. ASC staff members form a core part of the diverse and welcoming College community, and, along with our students, parents and community members, contribute to that 'All Saints' feeling'—where diversity is celebrated, individuals bring their best selves, and learning through failing (or 'flearning') is encouraged.

### **Our mission**

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

### **Our vision**

Making a positive difference in our world

## Our values

- Empathy:** seeking to understand the perspective and experience of others  
**Respect:** for self and others, for community and environment  
**Integrity:** acting with moral strength and grace, guided by humility and compassion  
**Courage:** to be our best selves

## The Benefits

The College offers a broad range of benefits to attract and retain outstanding staff, including but not limited to:

- Convenient free onsite parking
- Enjoy our onsite café and canteen
- Discounted onsite childcare centre
- Discounts on school tuition fees for your children (Kindy-Year 12)
- Free Employee Assistance Program
- Salary packaging available

## How to Apply

A one-page cover letter, addressed to The Principal, and an up-to-date CV submitted via the Apply button on seek.

Applications for this position will close no later than 1:00 pm on Monday 5 May, however, applications will be shortlisted as they are received and interviews arranged, and the ad will be closed once a suitable applicant has been identified. Therefore, we encourage you to apply early.

## Further Information

A copy of the Duty Statement can be accessed from the Employment page of the All Saints' College website: <https://allsaints.wa.edu.au/employment/>

For role-specific questions, please contact Kate Pascoe, Human Resources Advisor on (08) 9313 9333 for a confidential discussion.