



FOR RUDOLF STEINER EDUCATION LTD.

## Job Description

### **Receptionist – Clerical Assistant Permanent Part-time (3 days)**

This is a key position for the school and requires excellent communication, problem solving and clerical skills. It is essential to have a positive outlook, flexibility, and a willingness to be helpful. The successful applicant will provide a welcoming reception service to students, parents, staff and visitors, by phone, email and in person. Word processing is essential and previous work in a school environment and familiarity with MYOB an advantage. This position reports to the School Business Manager.

#### **Duties**

- Provide a welcoming reception service to students, parents, staff and visitors, by phone, email and in person
- Provide First Aid as needed
- Receiving and entering receipts into accounting computer program, petty cash and daily banking. Experience with MYOB is an advantage
- Assist with the daily running of the school, using message systems and providing information reliably
- Mail management, sort and distribute daily, including email
- Filing and maintaining filing system
- Selling, ordering and stock management for P&F Fundraising Cupboard
- Record keeping: attendance, bus lists, messages
- Competency in Microsoft Office Suite
- Resource assistance as requested - photocopying, ordering, purchasing, bookings under the direction of the Business Manager
- Maintain an ordered and welcoming office environment
- Other duties as directed

This position requires a Working with Children Check and a current First Aid certificate.

Employment conditions and wages are in accordance with Association of Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017. Hours are 8:30am - 4:00pm, 3 days per week.