



FOR RUDOLF STEINER EDUCATION LTD.

## **Selection Criteria**

### **Part time Receptionist 3 days per week**

#### **Essential**

- Positive, professional and approachable manner, with the ability to relate to people of all ages, with an emphasis on primary aged children.
- Demonstrated effective communication skills, both written and verbal.
- Experience and competence in general office skills: high level of competence in computer skills – Word, Excel, Database, basic bookkeeping programs (MYOB), email Outlook, Office 365
- Strong organisational skills with the ability to multi-task in a dynamic environment with interruptions.
- Demonstrated use of discretion and professionalism around areas of confidentiality and conflict of interest.
- Holder of a current Working with Children Check for paid work and a current First Aid Certificate

#### **Desirable**

- Ability to work as a team member and share job space
- Experience working in or with a community organisation
- Willingness to learn about Steiner education