

St Paul's Team

As a valued member of the team of staff, each member of staff:

- desires to work in a Christian environment.
- demonstrates an appreciation for the culture of the school community and seeks to contribute positively to it and enhance it in their daily interactions.
- supports the Christian underpinning of the school and its community in words and actions.
- actively adopts and upholds the school's mission, vision, and values.
- communicates effectively and is actively invested in appropriate conflict resolution strategies.
- demonstrates professionalism.
- upholds the strictest of confidentiality regarding information and personnel, including students, parents of students, staff, the school, and the school's operations.
- is familiar with and supports school policy and procedures in all activities.
- demonstrates patience.
- is responsive to family needs in a professional manner and makes families and visitors feel welcomed.
- demonstrates mature and effective interpersonal skills.

Reporting Relationships

The reception and purchasing position reports through the Business Manager to the Principal. The reception and purchasing officer works with and under the direction of the Business Manager.

Type of Appointment

The position of reception and purchasing is a part-time permanent position over 40 weeks of the year (term time), with additional weeks being performed where required, up to a maximum of 48 weeks. Annual leave is pro rata, and leave will be generally taken over the school holidays.

Role Description

The reception and purchasing responsibilities and tasks will include, but not be limited to the following duties:

- All reception enquiries.
- Receipting of fee or miscellaneous payments via cash or eftpos.
- Carry out daily end of day receipt summary.
- Answering of all incoming phone calls.
- Emails are to be monitored throughout the day and forwarded to relevant staff.
- Class Notes
- Processing of approved ERM Purchase Requests. Placing orders, distributing delivered orders, and processing purchase orders and all relevant paperwork.
- Assist with Student Services & First Aid
- Duty roster – Bus
- Assist relief staff with sign in, laptops, keys and duties

General Tasks and Duties

- Maintaining a positive attitude as a contributing team member with other staff and within the school community.
- Maintaining an appropriate and professional relationship with staff, students, parents, families, contractors, and visitors.
- Attending and participating in professional development, spiritual formation, and other school activities as required and appropriate for the role and position within the school.
- Maintaining a neat, professional standard of dress, personal appearance, and hygiene consistent with the Staff Code of Conduct and Staff Dress Code.
- Adhering to all School policies, procedures, and expectations.
- Maintaining integrity and honesty in all aspects of work, as well as appropriate levels of confidentiality.

- Assisting with the positive promotion and advancement of the school and its atmosphere, acting positively and professionally in accordance with its ethos, mission, vision, values, and goals at all times, including any online presence.
- Undertaking other tasks as reasonably requested by the Business Manager and Executive Staff.

Workplace Health and Safety

Effective implementation of the School's Workplace Health and Safety Manual requires the active involvement of all employees. All employees have an obligation to comply with statutory and organisational requirements, procedures and rules that are intended to protect the health and safety of persons at the workplace including the general public.

Qualifications and Skills

The reception and purchasing officer are required to:

- (a) Possess and maintain a current Working With Children Suitability Card (Blue Card) or Exemption Card.
- (b) Maintain a current Senior First Aid and CPR certificate.
- (c) Have a love of working with children and adults in a positive, healthy, and supportive manner.
- (d) Work both independently and as an effective team member with other staff and volunteers.
- (e) Have excellent interpersonal, communication and time management skills.
- (f) Be able to appropriately problem solve unexpected challenges and situations.
- (g) Be physically, mentally, and emotionally fit to perform the role to the highest of expectations at all times.

Conditions

Salary and related conditions are in accordance with the School Officers' Award – Non-Government Schools and the Queensland Lutheran Schools Single Enterprise Agreement.