ST. FRANCIS XAVIER COLLEGE
BERWICK & BEACONSFIELD

Receptionist/Administration Assistant
Berwick Campus

The Receptionist/Administration Assistant is responsible to the Principal through the Business Manager. The Receptionist/Administration Assistant position primarily focuses on the needs of and support to St. Francis Xavier College students.

General Responsibilities:

- Reception duties including greeting parents and visitors to the College
- Maintaining the appearance of the general reception area
- Maintaining of sign-in/out register for staff and guests and issuing of identification tags to guests.
- Ensuring messages are delivered to students and staff
- Undertaking keyboard and clerical duties
- Cash Receipting and reconciliation of daily takings
- All photocopying requests
- Sorting and distribution of mail into pigeon holes on a daily basis
- Taking mail to Post Office
- Filing, laminating and assisting with the sending and receiving of faxes
- Responding to photocopier jams as required
- Other duties as directed by the Principal and/or Deputy Principal - Head of Campus

Specific Duties:

- Ensure office equipment is maintained in good working order
- Maintaining and producing C&C Awards
- Production of the Daily Bulletin & maintaining student notice board
- Data entry & production of student bus passes
- Photocopying College Newsletter and Mail outs of said
- Maintaining bookings for Interview Rooms
- Assisting with general organization of excursions and major College events, e.g. Bookings of buses, etc.

General Work Description:

A school officer is required to perform any combination of a wide range of functions under direct supervision.