



THE KING DAVID SCHOOL

# POSITION DESCRIPTION

## School Receptionist DRC

<b>POSITION</b>	School Receptionist (DRC)
<b>RESPONSIBLE TO</b>	Principal's Executive Assistant, Chief Operating Officer & Head of Campus
<b>EMPLOYMENT TERMS</b>	<ul style="list-style-type: none"><li>• Employment is in accordance with terms and conditions as outlined in the Educational Services (Schools) General Staff Award 2020 and The King David School Agreement 2023 - 2025</li><li>• Remuneration is in accordance with the Educational Services (Schools) General Staff Award 2020 and dependent on skills and experience</li></ul>
<b>PREPARED BY</b>	Human Resources Manager
<b>ISSUE: 02</b>	<b>DATE:</b> June 2026

All staff members of The King David School are expected to support and promote the School's mission. The King David School exists to provide both excellence and opportunity in education from infancy to year 12. It will foster the development of each individual student in its care paying careful attention and respect to their unique needs, abilities and aspirations. It will fulfil its goals with reference and respect to the contemporary Australian society within which it is so fortunate to exist.

The School has a universal expectation for the protection of the young people in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. The School has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The School has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

The School Receptionist will be responsible for the provision of administrative, secretarial and organisational support to the school community.

### DUTIES

#### Duties include:

- Greeting and assisting parents, students, and visitors to the School



THE KING DAVID SCHOOL

## POSITION DESCRIPTION

### School Receptionist DRC

- Providing administrative support to the Head of School, Director of ELC, teaching staff, and affiliated organisations such as School Council and/or Parents' Association; arranging appointments, daily notices on school portal; incoming and outgoing post; photocopying; raising purchase orders; general correspondence
- Answering incoming telephone calls and emails and responding as appropriate
- Occasional relief receptionist at other campuses if necessary
- Providing basic First Aid: as the reception area of the School is a central contact location the reception staff are expected to gain Level 2 First Aid qualifications and provide basic First Aid to students. For serious injuries, receptionists will call a Level 3 First Aider to attend to the injured party
- Any other duties as directed by the Principal or Head of School

#### **General Accountabilities for all Staff**

- a. Demonstrate duty of care to students in relation to their wellbeing
- b. Be well informed and comply with the School's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- c. Adhere to the School's professional dress code
- d. Attend all relevant staff meetings, assemblies, community days and staff professional learning days
- e. Demonstrate professional and collegial relationships with colleagues
- f. Commit to and actively support the School's agenda for continuous improvement through participation in school improvement planning as required
- g. Support the Mission, Vision and Values of the School
- h. Be familiar with and comply with all School policies and procedures
- i. All other duties as assigned by the Principal

#### **POSITION REQUIREMENTS**

- High level of interpersonal skills and approachable. As the reception is the first point of contact to The King David School it is a fundamental requirement for the staff operating at this point to present themselves – in dress, personal interactions and telephone manner – to the highest professional standards
- Working in a school environment, all staff have a responsibility for the well-being of its students and need to be alert at all times to ensure all children feel secure
- In your position of employment, you may become privy to confidential information regarding the School, its staff, students and their families. At all times, both during and after your employment, you are required to treat such information with the utmost confidence and to respect the privacy of others



THE KING DAVID SCHOOL

# POSITION DESCRIPTION

## School Receptionist DRC

### ESSENTIAL SKILLS

**The school receptionist must be able to demonstrate:**

- Proficiency in computer technology including ability to use Synergetic Database, MS Office (Word, Excel, PowerPoint ); file management; Google Suite and Calendar management or willingness to learn
- Excellent communication skills. Ability to liaise with stakeholders including parents, staff, students and general public - at all times in a professional and courteous manner
- High level of attention to detail, well organised yet flexible. Strong organisational skills, ability to work well without constant supervision and take initiative to complete tasks in an efficient manner
- An ability to work as a member of a team

### Key Performance Indicators

KPI 1	Successfully support the School administration, academic staff, parents and students.
KPI 2	Creation of a welcoming and customer-service oriented reception
KPI 3	Contribution to the efficient running of the campus

Please sign below to confirm that you have read and understood the Position Description above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date