

Receptionist & School Administrator – Full-time

Role Description

The Receptionist and School Administrator plays a key role in supporting the Administration team as the first point of contact for students, families and visitors. This position is the welcoming face of Emmaus Christian School and contributes to creating a warm, professional and efficient front office environment.

Alongside reception duties, this role provides high quality administrative support to the Principal, Business Manager and Preschool Director, ensuring the smooth day to day functioning of the school.

The Receptionist and School Administrator reports to the HR & Administration Manager on a day-to-day basis and will work closely with the School Principal, Business Manager and Preschool Director. This is a full-time position (8:15am – 4:15pm), 48 weeks a year and 4 weeks annual leave starting in 2026.

Key Responsibilities

Receptionist

- ❖ Provide a warm, welcoming and professional first point of contact for students, families, staff and visitors for the purpose of inquiries and/or directing individuals to the appropriate location in accordance with established building security procedures.
- ❖ Respond promptly and courteously to phone calls, emails and in-person enquiries.
- ❖ Manage visitor sign-in procedures and maintain accurate records in line with school safety requirements.
- ❖ Maintaining a tidy, welcoming and professional reception area always, reflecting the values and standards of the school.
- ❖ Responding to student enquiries with care and efficiency, ensuring they are supported or directed to the appropriate staff member.
- ❖ Opening and closing school gates each morning and afternoon, ensuring safe and secure access to the school grounds.
- ❖ Support the First Aid Officer by providing general first aid assistance when required.
- ❖ Provide general administrative support as directed by the HR & Administration Manager.

Administration Assistance to the Principal & Business Manager

- ❖ Provide general administrative support to the Principal as directed by the Executive Assistant and Business Manager.



Administration Assistance to the Preschool Director

- ❖ Support the Preschool enrolment process by scheduling interviews, preparing documentation, maintaining accurate records, managing student files and door fobs, and ensuring data accuracy in the Xplor system.
- ❖ Assist with maintaining safety and compliance in the preschool coordinating and participating in lockdown and fire drills, maintaining evacuation resources, and contributing to the annual review and development of Preschool policies to ensure compliance with Government requirements.
- ❖ Help coordinate Preschool events (e.g., Mother's Day Disco, Father's Day Breakfast, Orientation, Parent Teacher Meet & Greet, Playgroup mornings) and provide support for excursions, including proposals, bookings, permission notes, and risk management documentation.
- ❖ Provide general administrative support to the Preschool Director, including relief phone coverage, purchase orders, maintenance requests, start/end-of-year preparations, catering arrangements, office supply management, and family communications regarding Holiday Programs and general Preschool information.
- ❖ Assist with educator-to-child ratios where qualified and approved, and contribute to the smooth running of Preschool operations as required.

Team & School Culture

- ❖ Work collaboratively with the Administration & Preschool Team and wider staff to ensure efficient and effective service delivery.
- ❖ Demonstrate a caring and professional approach, reflecting the values and ethos of Emmaus in all interactions.
- ❖ Participate in staff meetings, professional learning and school community activities as required.

Christian Commitment

- ❖ Model Christ-like character and values in personal and professional life.
- ❖ Support the school's mission: to provide a Christ-centred, biblically grounded, and academically rigorous education that enables students to grow in wisdom and character, to the glory of God.
- ❖ Participate in devotions, prayer, and other expressions of the school's Christian community.



Selection Criteria

Essential

- ❖ Excellent professional communication skills when engaging with students, families and colleagues.
- ❖ Highly organised and detail orientated, with strong problem-solving skills and the ability to manage multiple priorities effectively.
- ❖ Demonstrated experience in providing administration support and liaison services within a busy office or school environment.
- ❖ Proficient use of Microsoft applications, including Word, Excel, Outlook and Teams.
- ❖ Ability to quickly learn and adapt to new and unfamiliar software systems and digital tools.
- ❖ Proven ability to handle confidential and sensitive information with integrity, discretion and a commitment to Biblical, professional, and safeguarding standards.
- ❖ A current (or ability to obtain prior to commencement) Working with Vulnerable People (WWVP) registration.
- ❖ Active membership of an evangelical Christian church and wholehearted support of the school's Christian mission and values.

Desirable

- ❖ Current First Aid and CPR certification, or a willingness to obtain and maintain these qualifications.
- ❖ Experience working in a school office environment.
- ❖ Experience in a preschool or early childhood setting, including an understanding of relevant national laws, regulations and best practice standards.