



POSITION DESCRIPTION

Position Title	Receptionist (Main Administration)
Tenure	Part time General Averaged Employee
Department	Administration
Reports To	Enrolments and Administration Manager
EBA	Anglican Schools Commission Support Staff Enterprise Agreement 2015
Classification	WA Admin Tech Officer Level 2
Date Last Reviewed	October 2025

POSITION PURPOSE

The Receptionist is the first point of contact for Georgiana Molloy Anglican School and plays a key role in presenting a warm, professional, and welcoming environment for all members of the School community and visitors. This position requires an individual with exceptional interpersonal and communication skills who can engage confidently with students, families, staff, and the wider community while upholding the School's values and Anglican ethos.

The role provides essential administrative support to the Main Administration team, contributing to the efficient operation of daily school activities and community events. The Receptionist will demonstrate a high level of competence in the use of Microsoft Office Suite, strong organisational skills, and the ability to manage multiple tasks with professionalism, discretion, and attention to detail. Through a courteous and approachable manner, the Receptionist will reflect the School's commitment to excellence, service, and community engagement.

KEY ACCOUNTABILITIES

Reception

- Greet all visitors to the School in a friendly and professional manner, both in person and over the phone
- Respond promptly and courteously to enquiries from staff, students, parents, and the wider community
- Provide support in a relief capacity during periods of leave or absence of the Main Receptionist, ensuring seamless coverage of front office operations

Community Liaison

- Engage positively and enthusiastically with all members of the GMAS community
- Maintain a sound awareness of School timetables, activities, and events to ensure accurate and timely communication with stakeholders

Events Support

- Assist with the delivery of School events as directed by the Enrolments and Administration Manager and/or Community Engagement Officer
- Provide hands-on event support, including preparation, setup, on-the-day coordination, and pack-down

Community Engagement

- Proofread, edit, and assist with the preparation of articles and other materials for publication as directed by the Community Engagement Officer

General Administration

Provide a broad range of administrative support to the Administration team, including:

- As directed, input and edit data relating to:
 - GMAS meeting spaces
 - School bus bookings
- Coordinating and preparing meeting spaces, ensuring rooms are clean, tidy, and appropriately set up
- Maintaining and updating student files as required

Manage Self and Professional Skills

- Comply with the GMAS Staff Code of Conduct
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements
- Adhere to and comply with all WHS policies and procedures and relevant legislation

Other Duties

- This position will be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification

Reference Documents

- [Mandatory Reporting Policy](#)
- [GMAS Staff Code of Conduct](#)
- [Staff Dress Code](#)

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Principal's discretion. Employees may also be required to undertake other reasonable duties as directed.

CORE EXPECTATIONS

- Maintain strict confidentiality with respect to the School's business
- Display a strong dedication to customer service
- Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information
- Demonstrate overt support for the School values
- Develop and maintain positive working relationships with stakeholders
- Be appraised regularly, according to the Staff Appraisal Programme in place in the school

POSITION DIMENSIONS

Significant Work Relationships

Internal

- Principal
- Senior Leadership Team
- Enrolments and Administration Manager
- Community Engagement Officer
- Administration staff
- Teaching staff

External

- The broader local Community
- GMAS Community

Work Pattern

- 8:30am to 1:00pm
- Monday to Friday
- Term time only

SELECTION CRITERIA

Selection Criteria

- **Proficiency in Microsoft Office Suite and administrative systems**, with the ability to produce professional correspondence, manage calendars, maintain accurate records, and confidently navigate digital platforms
- **Strong organisational and time management skills**, with the capacity to manage multiple priorities, maintain attention to detail, and ensure the smooth and efficient operation of the front office
- **Excellent interpersonal and communication skills**, with an approachable, courteous, and professional manner when engaging with students, staff, parents, and members of the wider community
- **A commitment to providing outstanding customer service**, representing the School with warmth, professionalism, and discretion at all times
- **A collaborative and flexible approach to teamwork**, with the ability to adapt to changing priorities and contribute positively to a supportive and high-performing administration team
- **A demonstrated commitment to the School's values**, confidentiality, and the promotion of a welcoming and inclusive community environment

ELIGIBILITY AND TRAINING REQUIREMENTS

1. Provide a National Coordinated Criminal History Check issued no longer than 6 months prior to commencing duties
2. Obtain or hold a current Working with Children Check

OUR COMMITMENT TO CHILD SAFETY AND ANGLICAN ETHOS

Georgiana Molloy Anglican School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child Protection Policies and Staff Code of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at Georgiana Molloy Anglican School.

Georgiana Molloy Anglican School is an Anglican School and applicants should be able to demonstrate empathy with and support for the Schools Anglican Ethos.

AUTHORISATION

I hereby agree that this Position Description accurately reflects work requirements.

Principal Mr Brad Evans _____ _____
Name Signature Date

Receptionist _____ _____ _____
Name Signature Date