

POSITION DETAILS	
Position Title: Receptionist	Line Manager: Executive Officer
Organisation: EREA Colleges Ltd	State: Queensland
Budget Responsibilities: No	Direct Reports: No
ORGANISATIONAL CONTEXT	
<p>Edmund Rice Education Australia (EREA) Colleges Ltd is the Governing Body for 20 Catholic schools in the Edmund Rice tradition across Queensland, Western Australia, South Australia, Tasmania and Australian Capital Territory.</p> <p>As a part of the broader National EREA network of schools, the organisation is shaped by the four touchstones of <i>The Charter for Catholic Schools in the Edmund Rice Tradition</i>: Gospel Spirituality, Liberating Education, Inclusive Community and Justice and Solidarity.</p>	
POSITION OVERVIEW	
<p>The role of EREA Colleges Receptionist is to undertake the day-to-day administrative requirements of EREA Colleges Ltd and be the first point of contact for external stakeholders who attend the EREA Brisbane office.</p>	
RESPONSIBILITIES	
<ul style="list-style-type: none"> • Managing travel arrangements for staff. • Giving general support in the office operations as required, including reception, switchboard, ordering office supplies, collecting mail, arranging catering, booking meeting rooms and liaising with the Building Manager to resolve maintenance issues, access cards, parking, and cleaning. • Diary Management and Administration Support to the Chief Executive Officer and Regional Directors of Education for QLD/ACT/TAS and SA/WA. • Administration Support to the Leadership Team such as preparing agendas for Leadership Meetings, liaising with external IT consultants on behalf of staff to resolve issues and providing onsite support at various EREA Colleges Gatherings including, Principal, Deputy Principal and Business Manager forums. • Filing all correspondence and other records in a timely and logical manner • Supporting and assisting with the organisation of social events such as special staff milestones • Processing supplier invoices and generating internal invoices to Educational Bodies. 	
SIGNIFICANT WORKING RELATIONSHIPS	



- Administration Support Officer
- Executive Officer
- Regional Directors of Education for QLD/ACT/TAS and SA/WA
- Chief Executive Officer
- EREA Colleges Ltd Leadership Team
- Principal's Executive/Personal Assistants

KEY SELECTION CRITERIA

Qualifications

- Completion of secondary school education

Experience

- 1-2 years+ experience in an administrative role (preferred)

Skills

- Excellent organisation, administration and prioritisation skills
- Competency in arranging meetings/events
- Consistency and a strong attention to detail
- Effective verbal and written communication skills
- A courteous, engaging and efficient manner
- The ability to work collaboratively in a team and autonomously

EREA EXPECTATIONS

A commitment to the Catholic ethos in the Edmund Rice tradition.

Employees are required to read, understand and comply with all organisational policies, procedures and reasonable direction, while demonstrating professional workplace behaviour in accordance with the EREA Code of Conduct.

A valid Working with Children Card is an essential condition of employment.

CHILD SAFEGUARDING RESPONSIBILITIES

EREA Colleges Ltd is a child safe and child-centred organisation, committed to the protection of children and has zero-tolerance of any abuse of children. It is our commitment to ensure that each and every child and young person under our care is kept safe and free from all forms of harm and abuse.

EREA Colleges Ltd is committed to ensuring the safety, wellbeing and dignity of all children and young people. Our physical and cultural environment promotes children and young people's feelings of inclusion, participation and empowerment.

You are required, as a condition of employment at EREA Colleges Ltd, to comply with our Child Safeguarding Program, including our Child Safeguarding policies and procedures, the Child Safe Code of Conduct, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working With Children Card.

It is your responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise any and all child safety incidents or concerns.

Disclaimer: This position description does not form an exhaustive list of your duties. You may be required to undertake other tasks and activities, in accordance with your role level, as required by the business from



time to time. The organisation reserves the right to amend or update your position description in accordance with business needs and in consultation with you.

Employee acceptance

By signing this position description, I acknowledge and fully understand my reporting line, role purpose, responsibilities and working relationships, and am able to perform the responsibilities as outlined in my position description. I also understand that my job may change on a temporary or ongoing basis according to the needs of the organisation.

Employee Name

Signature

Date