



Parent Partnership

Christian Discipleship

Academic Growth



Orange Christian School

Receptionist/Office Assistant

3-5 Days Negotiable - Commencing January 2024

OCS is seeking an enthusiastic and experienced receptionist to report to the Office Manager. The school front office is a busy and fast-paced environment, so the successful applicant will be able to manage competing priorities with attention to detail, and problem solve with creativity. Experience in a school context desirable, and familiarity with the Microsoft Office Suite preferred.

The successful applicant will be an active member of a Christian church, possess a passion for Christian Education, and will be willing to support the mission and vision of Orange Christian School. WWCC required.

Enquiries: Jaimie Honeysett (02) 6362 7258.

Interested applicants should scroll down and fill out the application form and email to Jaimie at ocs@ocs.nsw.edu.au, or call (02) 6362 7258 for more information.

Orange Christian School – Position Description

POSITION TITLE:	Receptionist/Office Assistant
FULL TIME/PART TIME:	3-5 Days Negotiable
REPORTS TO:	Office Manager
AGREEMENT:	NSW Christian Schools General Staff Multi-Enterprise Agreement
COMMENCEMENT:	Level 3 – School Administration Core Scale

Orange Christian School (the School) is a Prep to Year 12 School and this position needs to be supportive of the Prep – Year 12 context of the school. The School culture is one of close collaboration across the school. The vision of the School is:

“To raise up effective leaders of godly character who will blend academic achievement and biblical truth, to influence society for the glory of God.”

Each staff member is to be active in promoting this vision through their role within the school.

ROLE PURPOSE

The position of a Receptionist at the school is responsible for answering the telephone, greeting visitors, data entry, banking and first aid. They are a member of a team who are responsible to the Office Manager.

The position is important to the school’s image and how it is presented to its customers (parents, visitors and students). The receptionist must maintain effective communication skills and always present themselves in a professional and courteous manner. They are front line staff that help ensure the school is seen as caring and effective.

INVOLVEMENT IN THE LIFE OF THE SCHOOL

This will involve:

- attendance at staff meetings as required
- involvement in school events as required. For example, Thanksgiving and Dedication Services
- participation in staff devotions
- ability to work with people and get alongside volunteers

PERSONAL ATTRIBUTES

The Receptionist will:

- be a Christian who is striving to live a life in accordance with God’s word which is evident in the way they live
- be willing and able to share their faith and how it impacts on their role within the School

- be an active member of a Church Community
- understand that their conduct should be above reproach at all times as they are a role-model to all members of the school community
- show a commitment to and understanding of the Prep to Year 12 school context
- be supportive of the School's vision which drives the School
- maintain the ability to work in the pressure of a school environment where there are competing priorities
- maintain excellent verbal and written skills
- maintain confidence in dealing with a range of customers including, staff, parents, students and visitors
- maintain good customer relations and interpersonal skills
- maintain confidentiality in issues relating to students, staff and parents

GENERAL RESPONSIBILITIES

Communication

The Receptionist shall:

- answer all incoming phone calls and manage the calls including taking of messages for all staff
- return phone calls on behalf of staff when appropriate
- greet and welcome all who enter front office
- help with enquiries

First Aid

The Receptionist shall:

- administer and manage the medication of students in line with the parent's instructions and medication policy
- provide first aid to students, staff and visitors
- conduct head lice checks when appropriate
- replenish first aid kits after excursions, camps etc

ICT Skills

The Receptionist shall:

- enter student absences
- print reports for teachers
- print out new roll classes each term
- enter data relating to students and families
- update bus passes and enter bus reports and updates via the internet

Financial

The Receptionist shall:

- receipt school fees, camps, excursions, end of year graduation tickets, and all other miscellaneous transactions
- process EFTPOS transactions
- receipt all transactions relating to clothing pool, fundraising etc
- bank all monies relating to OCS
- handle petty cash transactions and enter data relating to petty cash
- organise mail function in school including opening of mail, internally deliver mail, post mail and packages and purchase stamps
- receive all deliveries and packages including unpacking and check off invoices (At the start of the year unpack all teachers' orders, check off invoices and deliver to teacher's class room)

General Office Assistant Duties

Directed by the Office Manager, the receptionist/office assistant shall:

- Photocopy, file, and prepare orders.
- Contact suppliers and place orders
- Fill photocopier, fax machine, printers with paper, toner etc. and supply photocopier totals to supplier
- Manage lost property and clothing pool
- Process student concession cards
- Process and approve student travel passes
- Restock all stationery and re- order stationery
- Manage and administer key register
- Handle students mobile phones, keys, skate boards, sport gear etc
- Archive administration files and retrieve as necessary
- Typing as necessary for staff
- Advise the Assistant Business Manager about matters concerning the school's property that come to their attention including informing matters concerning security or destruction of school property
- Maintain foyer, meeting rooms, and reception area to be tidy, and welcoming.
- Other administrative support to various office staff as directed by the Office Manager including but not limited to data entry, policy and procedure review,

WHS Awareness

The Receptionist shall:

- ensure medication is within supplier guidelines and parent instructions
- office chemicals are used in accordance with guidelines

Other Duties

It should be noted that this job description is not exhaustive and the Board or the Principal may at their discretion vary the responsibilities of the receptionist as required.

PROFESSIONAL DEVELOPMENT

The Receptionist shall:

- undertake any reasonable recommended professional development provided by the School as directed by the Principal/Business Manager, where the professional development is provided within the normal hours of work

STAFF

The Receptionist shall:

- seek to maintain positive, encouraging and supportive relationships with the staff with whom they work
- develop positive channels of communication to ensure smooth operation of the front office and a healthy team environment
- ensure that equipment is respected and maintained to an optimal level of safety

STUDENTS

The Receptionist shall:

- create a safe and supportive environment for children in the front office
- form relationships with children which are comforting and nurturing
- protect children and their rights
- foster positive, encouraging and supportive relationships between teachers, students and their parents

ACCOUNTABILITY

The Receptionist shall:

- report directly to the Office Manager
- provide any information to the Principal/ Business Manager as and when required



Orange Christian School Prep to Year 12

VISION: To raise up effective leaders of godly character who will blend academic achievement and biblical truth, to influence society for the glory of God

Employment Application Form

Mandatory Requirements

Please return this form together with:

- ☐ Cover letter addressing requirements for the position
- ☐ Your resume
- ☐ Working With Children Check number
- ☐ Certified copies of relevant qualifications/ academic transcripts
- ☐ Letter from current minister/ pastor
- ☐ Any other supporting documentation
- ☐ NESA Teacher number + accreditation status (Teachers Only)
- ☐ Statement of Service (Required prior to employment offer)

Applicant's Name:

Position applied for:

- ☐ Full-time
- ☐ Part-time
- ☐ Casual

Thank you for your interest in applying for a position with Orange Christian School.

Please forward your completed Application + supporting documents to Jaimie Honeysett, Principal's Assistant. **Email:** ocs@ocs.nsw.edu.au

The Principal, Mr Ken Greenwood

Orange Christian Schools Ltd 500 Cecil Road ORANGE NSW 2800

Ph: 02 6362 7258 **Fax:** 02 6362 7441 **email:** ocs@ocs.nsw.edu.au

www.ocs.nsw.edu.au A.C.N. 002 302 776 A.B.N. 50 002 302 776

Please complete in BLOCK LETTERS

Questions marked with an asterisk (*) are optional

Title	<input type="text"/>	*Country of birth	<input type="text"/>
Surname	<input type="text"/>	*Nationality	<input type="text"/>
Given name/s	<input type="text"/>	*Aboriginality	<div><input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander <input type="checkbox"/> None</div>
Teachers only – NESA number	<input type="text"/>		
Date of birth	<input type="text"/>		
	<small>Required for verification of WWCC</small>		
*Gender	<input type="text"/>	*Marital status	<input type="text"/>
*Children	<div>If you are considering enrolling your children at the school, into which year/s would they be enrolled?</div> <div></div>		

Street Address	<input type="text"/>		
Suburb	<input type="text"/>	Postcode	<input type="text"/>
State	<input type="text"/>	Postal Address, if different	<div></div>
Phone	<input type="text"/>		
Mobile	<input type="text"/>		
Email	<input type="text"/>		

CHILD SAFETY REQUIREMENTS

Please note: It is an offence under the *Child Protection (Working with Children) Act 2012 (NSW)* for a prohibited person to engage in 'child-related work'. All applicants are required to supply their Working With Children Check number for verification by the school prior to commencing work. Further details: www.kidsguardian.nsw.gov.au

WWCC No.	<input type="text"/>	Expiry Date	<input type="text"/>
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CHRISTIAN FAITH AND EXPERIENCE

Church you attend:

How long have you attended: Name of Pastor/Minister:

Outline your past and current involvement in church and/or Christian ministry:

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Describe your habits regarding prayer and Bible study:

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Please state, in a few words, your view of Scripture:

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What is your motivation for working in a Christian School?

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Additional Questions for Teaching Applicants Only

Describe your approach to blending academic content with Biblical truth:

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Describe your approach to creating a productive and effective classroom environment:

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What values do you seek to model as a teacher?

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Outline your experience in curriculum development:

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PERSONAL INFORMATION

HEALTH INFORMATION

Do you have any pre-existing injury or health condition that may impact upon your ability to safely perform the inherent requirements of this position? Yes ☐ No ☐

If yes, please provide details:

Applicants who have a health condition are invited to discuss its relevance or otherwise to their prospects for employment.

CONVICTIONS

Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court? You do not need to give details of any conviction which you have had declared spent (Spent Convictions Act 1988) Yes ☐ No ☐

If yes, please provide details:

You will be given the opportunity to discuss the matter if it is considered relevant to an appointment decision.

OTHER MATTERS

Are there any other facts, limitations or issues of which the school should be aware?

QUALIFICATIONS

Please attach certified copies of your qualifications to this application.

YEAR	QUALIFICATION	SPECIALISATION	INSTITUTION

EMPLOYMENT HISTORY

Please provide a brief description of relevant employment history

YEAR	EMPLOYER	POSITION & DUTIES

Please attach details of further training or skills that may be relevant to your application

Are you a member of any Professional Associations? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list:
Skills/ competencies that you possess e.g. First Aid Certificate
Interests/ hobbies where you have special training or ability e.g. music
Community or service groups you are involved with

REFEREES

Please include details for at least one referee for each category below.

Be aware that in processing your application the school shall contact your referees, including your immediate past employer in regard to any outstanding child protection or disciplinary matters.

Character Referees (Friend or Colleague):

1. Name:	Position:
Workplace name & address:	Daytime contact number:
2. Name:	Position:
Workplace name & address:	Daytime contact number:

Professional Referees (Principal, Supervisor or Employer):

1. Name:	Position:
Workplace name & address:	Daytime contact number:
2. Name:	Position:
Workplace name & address:	Daytime contact number:

Pastoral Referees:

1. Name:	Position:
Workplace name & address:	Daytime contact number:
2. Name:	Position:
Workplace name & address:	Daytime contact number:

Please note that a **written reference from the pastor or a church leader** from the church that you are currently attending is also required.

STATEMENT OF FAITH

We believe:

1. That the bible alone is the inspired Word of God and the final authority for Christian belief and conduct.
2. There is one God, eternally existent in three persons, Father, Son and Holy Spirit, as sovereign Creator and Ruler of the universe.
3. In the Deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory.
4. In the actual existence of Satan who is the father of all evil and opposed to God, ultimately subject to the purposes of God and destined to be confined forever in hell.
5. Man by nature is sinful and salvation is obtained by faith in Jesus Christ alone and His atoning works.
6. New birth (regeneration) by the Holy Spirit is absolutely essential for salvation.
7. The Church, the indivisible body of Christ, bound together by the Holy Spirit consists only of those who are born again.
8. In the resurrection of the saved unto everlasting life and blessedness in Heaven and the resurrection of the unsaved into everlasting punishment.
9. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly obedient life and in the bestowing of the gifts of the Spirit and the manifesting of the fruit of the Spirit in the life of the believer.
10. In Christ's great commission to the church to go into all the world and preach the gospel to every creature baptising those who believe.
11. God commanded us to love one another as Christ loved us.

DECLARATION

I declare that the information I have provided in this application is true in all respects. I acknowledge that any statement that is found to be false or deliberately misleading will make me, if employed, liable for dismissal.

I understand that if I am the preferred candidate for this position, screening processes shall be carried out to ascertain my suitability. I consent for such checks to be completed.

I believe in, and fully support, the Association's Statement of Faith (above), as well as school policies and educational goals.

Applicant's Name (print): Date:

Signature.....

- ☐ In the event that my application is not successful, I agree to the school keeping it on file for up to six (6) months, should another position become available
- ☐ I DO NOT agree to the school keeping my application on file

PRIVACY STATEMENT

Orange Christian School is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used for the purpose of assessing your application and, if successful, for administering your employment at the school. The information will be stored securely. For more information, see the school's Privacy Policy, and Standard Collection Notice, available on the school's website. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, please contact the school.