

# Position Description

## Casual Receptionist

Appointment: Casual (Relief) Pool



### About Us

Nestled in the serene, coastal town of Dunsborough, Dunsborough Christian College stands as a cornerstone of faith, knowledge, and community. As a school within Christian Community Ministries (CCM), we are dedicated to cultivating an environment where students thrive academically, spiritually, and personally. Our story is one of unwavering commitment to holistic education, guided by Christian values and informed by the latest educational research.

At Dunsborough Christian College, we believe that education should nurture every aspect of a student's being. Our holistic approach integrates faith-based learning with evidence-informed educational practices, ensuring that our students are not only knowledgeable but also wise, compassionate, and grounded in Christian principles.

We embrace innovative teaching methods and the latest educational research to provide a dynamic learning experience. Our curriculum is designed to be engaging and challenging, fostering critical thinking, creativity, and a lifelong love of learning.

In 2024, the College expanded into secondary school with our inaugural Year 7 cohort. The College will continue to expand by adding a grade each year to Year 12 by 2029.

### Position Summary

We are seeking a reliable and friendly Casual (Relief) Receptionist to join our team. The ideal candidate will provide excellent front desk service and administrative support on an as-needed basis, requiring flexibility and the ability to work on short notice. Key Responsibilities include:

- Greet and welcome visitors in a professional and friendly manner.
- Answer and direct phone calls, take messages, and handle inquiries efficiently.
- Manage the reception area, ensuring it is clean and presentable at all times.
- Assist with administrative tasks such as data entry, filing, and maintaining records.
- Schedule appointments and manage calendars for staff as required.
- Handle incoming and outgoing mail and deliveries.
- Provide general information about the College to visitors and callers.
- Assist with event preparations as needed.
- Perform other duties as assigned by the Administration Coordinator and/or Principal.
- Administer and record dispensing of medication and provide First Aid if required

### Qualifications, Skills, & Abilities

- Previous experience in a receptionist or administrative role is preferred.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).
- Strong organisational and multitasking abilities.
- Friendly and professional demeanour with strong interpersonal skills.
- Ability to handle sensitive information with discretion.
- Flexibility to work on short notice and adapt to varying work schedules.
- Ability to work with students and families from a range of backgrounds.
- Enthusiasm, patience, and experience to support students with diverse learning needs.
- Collaborates and contributes within the college team.
- Commitment to the values and mission of Dunsborough Christian College.

### Personal Attributes

- High level of discernment, empathy and humility that supports a positive culture.
- Open and approachable manner when relating to people of all ages and backgrounds.
- Trustworthy, reliable and able to maintain confidentiality.
- Flexible and open to feedback; always seeking to improve their professional practice.
- Shows initiative and uses problem-solving skills that support working in a developing environment.

## WHS Responsibilities

Without exception, everybody at Dunsborough Christian College and CCM is responsible for safety. Appointees to this role must ensure conformance to CCM and College values and policies in relation to workplace health and safety. This includes:

- Promote within your sphere of influence the importance of health and safety in the workplace.
- Be vigilant and alert to potential and actual safety risks and hazards in the workplace and take the appropriate action.
- Embrace an active reporting culture of hazards, incidents, and near misses.
- Be vigilant for the safety of yourself, colleagues and students and do not hesitate to intervene to prevent an unsafe act or condition.
- Wear Personal Protective Equipment (PPE), if required.
- Understand and follow approved safety related policies and procedures.
- Participation in relevant training and induction sessions as required by the College.
- Reporting all incidents and/or potential hazards to the Safety Advisor and property maintenance staff as soon as possible.

## General expectations

All staff will demonstrate a strong commitment to the ethos of Christian education, the aims of the College and act in accordance with the CCM Code of Conduct and other College policies, and expectations. An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with [Statement of Faith of CCM](#), which includes:

- an active faith and involvement in a local church
- a proven lifestyle as detailed in the CCM enterprise agreement, Code of Conduct and that is founded on Biblical Christian principles
- a life that demonstrates the indwelling of the Holy Spirit
- a strong commitment to Christian education and a determination to serve God in a Christian school community.

Dunsborough Christian College staff are employed under the terms and conditions specified in the [Christian Community Ministries Schools Enterprise Agreement 2024](#) (unless specified otherwise in the job advertisement or position description). The Agreement includes provisions regarding mission, objectives and staff lifestyle requirements, basis for employment, classification of roles and employee entitlements (including remuneration and leave provisions).

## Child Safety

Dunsborough Christian College and CCM are committed to promoting child safety, children's wellbeing and protecting children from abuse. An appointee to this role must comply with the CCM Child Protection Policy and related policies and procedures (including the Code of Conduct), upholding the overarching principles and values set out, conducting themselves in accordance with the commitments to take all reasonable steps to promote the safety of children. Mandatory screening around suitability to work with children applies to every position.

## Submitting an Application

Candidates interested in the position are encouraged to contact the College for further information and, subsequently, complete an [application form](#).

Submit your application by **Friday 6 September 2024** along with a covering letter and resume.

Please address your application to the Head of School and send to:  
[human.resources@dcc.wa.edu.au](mailto:human.resources@dcc.wa.edu.au)

*We may consider filling the position before the closing date.*

*This selection process will initially be used to fill the above vacancy. Applicants assessed as suitable during this selection process may be considered for other similar vacancies that occur throughout our school for up to 12 months following this initial appointment. This includes circumstances where this position becomes subsequently vacant should the successful applicant decline or vacate the advertised position.*