

Administrative Assistant - Reception

Title	Administrative Assistant Reception
Classification	Education Support Officer – Level 2 (Category C) 0.8 FTE (Monday, Tuesday, Thursday and Friday)
Appointment duration	10 September 2026 – 30 October 2026
Date Reviewed	August 2026

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

Whitefriars College is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

Overview

The Receptionist shall be responsible to the Deputy Principal - Staff, through the Administration Manager, to service the day to day functions of the College Reception and other administrative services for College staff.

The Receptionist is responsible for maintaining an active and high-traffic reception area while effectively managing competing tasks and priorities, including operating the College telephone system (Skype Attendant Pro), reception counter services and other activities such as student enquiries and public address announcements.

The position requires a high level of competency in a wide range of areas including general administration, customer service and a strong empathy with Catholic education.

Responsibilities

Reception and Switchboard

- Receive incoming telephone calls, provide information and assistance to callers, and relay messages to staff either by diverting callers to voicemail or via email
- Greet and direct Visitors to the College and maintain the College visitor management platform
- Assist student enquiries
- Public Announcements
- Maintain a tidy Reception area

Administrative Tasks

- Ordering and distribution of stationery, photocopy paper and College stationery
- Receive and dispatch courier deliveries
- Assist staff with photocopying, including troubleshooting and photocopier jams
- Assist with sales and collection of monies from student printing, school fees and notebook repair
- Assist with the College Excursion/Incursion/Event processing in Consent2Go
- Maintaining of the Reception and Canteen sign in tablets (VPass)
- Responsible for printing and programming of staff, visitor, student and CRT key cards
- Assist the IT Department with management of SALTO system where required
- Arrange Taxi and Courier Services for College as needed
- Coordinate bookings of the College buses (5) and bookings of charter buses for school excursions, sporting afternoons and camps
- Process bus costings of the College (5) buses
- Maintaining College Mobile Phones (6), including issuing, signing in and recharging batteries
- Maintain the College Out of Hours Activities Register
- Assist with staff leave for the Human Resources department including production and distribution of leave forms
- Assist Administration Manager with Presentation Evening preparations including but not limited to coordinating certificates and audio visual presentations
- Maintain emergency kits and assist with emergency management (evacuation/lockdown) when required
- Assist the Administrative Assistants for Middle and Senior Years with exam copying and storage
- Coordinate staff yearly chronicles and diary orders
- Coordinate and drop off outgoing mail and other post office requirements as required
- Sort incoming mail and distribute to staff pigeon holes
- Prepare awards and student leadership presentations as directed by the Deputy Principals
- Provide occasional Word processing and secretarial assistance to Learning Leaders when required

Other

- Relief to Administrative Assistant – Student Reception when required
- Other duties as negotiated through the Administration Manager or as determined by the Principal

Employment Qualifications

It is expected that the successful applicant will hold appropriate qualifications and/or skills and knowledge through experience to match the duties required. Previous reception or administrative experience is required.

Applicant will be competent with Microsoft Word, Excel, Outlook; possessing strong inter-personal communication skills, a pleasant manner in all interactions; appropriate telephone etiquette; the ability to operate a busy switchboard and reception area; groom and dress in a professional manner and a willingness to undertake a range of administrative tasks.

Knowledge of the SEQTA and Synergetic online management platforms is desirable, but not necessary (training can be provided).

Conditions

- This is a Category C, fixed term contract position.
- This is a Monday, Tuesday, Thursday and Friday 0.8 FTE position with hours 8.00am – 4.30pm (includes a one-hour unpaid lunch break)
- Salary and Employment conditions are in accordance with the CEMEA2022 and Catholic Education Commission Victoria work place practices and will be stipulated in the letter of appointment



Application

Applicants should submit:

A covering letter of no more than one page outlining why the application is being made for the position

- A response of no more than one page on your ability and experience that will enable you to undertake the various aspects of the role
- An up-to-date Curriculum Vitae
- The names and contact details of at least three relevant referees

Applications should be addressed to **Mr Mark Murphy, Principal, Whitefriars College** and emailed to employment@whitefriars.vic.edu.au no later than **4.00pm on Wednesday, 26 August 2026**.

Any enquiries regarding the role should be directed, in the first instance, to Ms Antonella Vetrano, Executive Assistant to the Principal on 9872 8200.