



Emmanuel Catholic College

Whadjuk Boodjar, 122 Hammond Road, Success WA 6164
Telephone: 08 9414 4000 Email: admin@emmanuel.wa.edu.au
www.emmanuel.wa.edu.au



Dear Applicant

Thank you for your interest in Emmanuel Catholic College.

Emmanuel Catholic College is an innovative and vibrant school community that seeks to deliver an engaging contemporary 21st Century education. We are a proud Catholic school, committed to providing a holistic education encompassing a vision where we strive to develop a strong sense in our students of the benefits in becoming men and women for the service of others.

All staff have a major role to play in achieving our mission and offering a quality education in line with our College Vision and Values.

We aim to attract employees who want to be part of a community of innovative, life-long learners, providing a safe and nurturing environment for our students, delivering personalised education, and striving for excellence.

Please see below items included in this package:

- Position Information
- Duty Statement
- General Information for Applicants

Any questions regarding this role can be directed to Mrs Sonja Matthes, Business Manager on 9414 4000.

Kind regards

Mr Paul Watson
Principal

Position Information

Receptionist

Full time, Ongoing (42 weeks. Term time plus 2 weeks during school holidays)

About us

Emmanuel Catholic College is a leading co-educational school for students in Years 7 to 12, located in Perth's southern suburb of Success. Emmanuel Catholic College opened its doors in 1999 to a small group of Year 8 students. It is now home to approximately 1,200 students.

The College name, derived from the Hebrew word Emmanuel, means "God is with us". The campus is a modern and vibrant learning area, equally enhanced by the natural beauty of both Lake Kogalup and the natural bushland area of the Beeliar Regional Park.

Emmanuel Catholic College acknowledges and pays respect to the Traditional Owners and Elders, both past and present of the land on which our College is located, the Whadjuk people of the Nyungar Nation.

Success Criteria

The successful applicant will:

- Possess or be willing to complete the requirements for Accreditation to Teach/Work in a Catholic School.
- A willingness to learn, innovate and be creative.
- Investment in ongoing Professional growth.
- The capacity to work independently and collaboratively.
- Uncompromising confidentiality.
- Very strong attention to detail.
- Ability to work as part of a team.
- Excellent communication skills (verbal and written).
- Excellent time management skills and the ability to meet deadlines in a timely and efficient manner.
- The ability to coordinate multiple projects at once.
- The highest degree of professionalism.
- Understanding and support of the Catholic Ethos.
- Punctual.
- High safety standards.
- Uncompromising confidentiality.

Essential Requirements

- Current Education Criminal Record Check.
- Current Working with Children Check (WWCC).
- Complete Mandatory Reporting Training.
- Complete Staff Code of Conduct Training.
- Acquire and/or maintain relevant Accreditation requirements to Work in a Catholic School.

Conditions and Salary

For Conditions and Salary, please refer to the Catholic Education Western Australia (CEWA) Enterprise Bargaining Agreement (EBA):

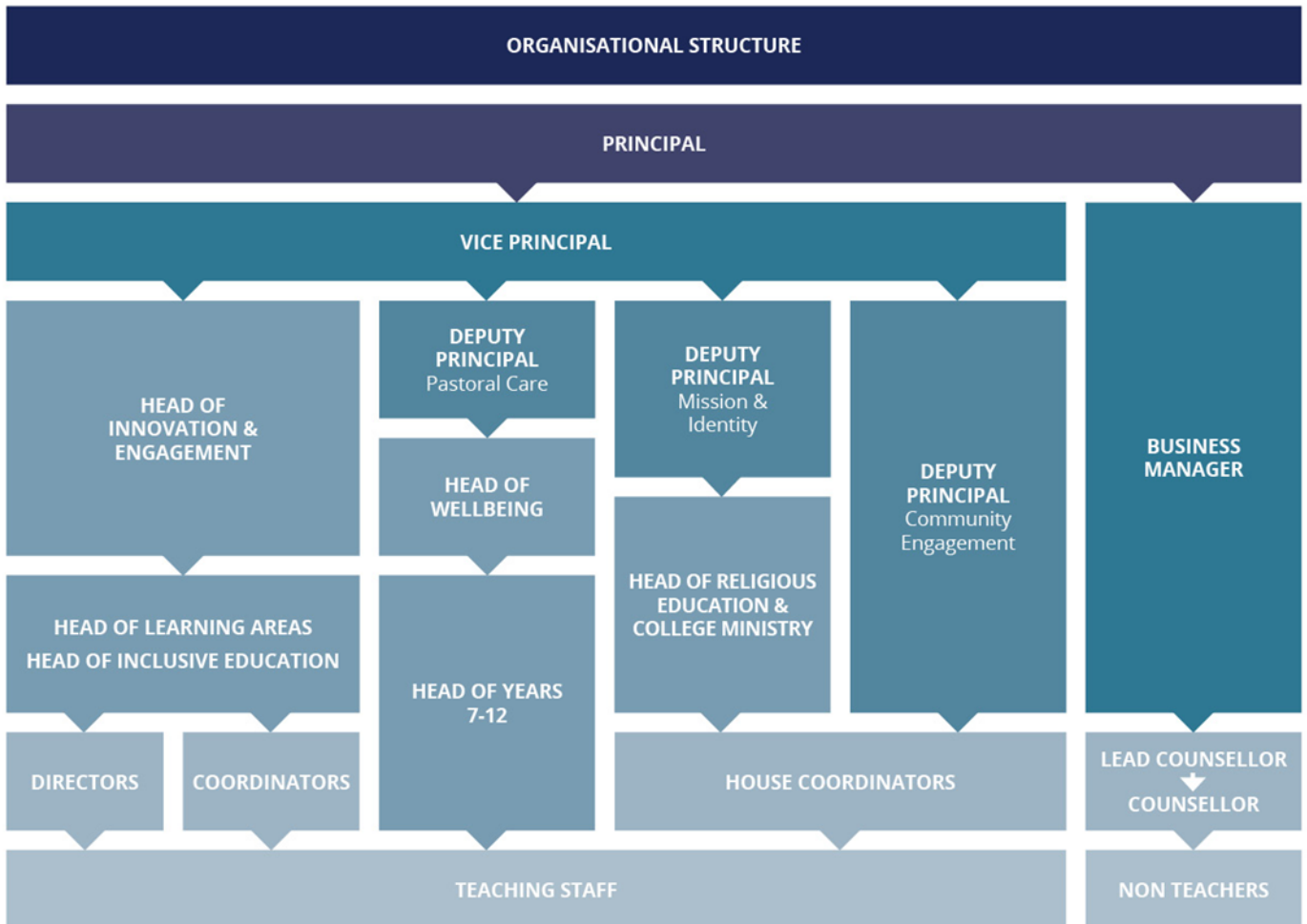
[Non-Teaching Staff](#)

[Salary Schedule](#)

Applications close at 12pm on Friday 28 March 2025



Duty Statement Receptionist



Emmanuel Catholic College is a contemporary 21st century school continually striving to create and enable a variety of engaging learning opportunities for students that provide the necessary skills, knowledge, and experiences to prosper as global citizens in the world. In doing so, we seek to inspire a passion for life-long learning in meeting the individual needs of all students so that they may achieve their true potential. In acknowledging parents and care givers as the first and most influential educators and with strong links to the local community and industry, the College provides students with opportunities to immerse themselves in an education centered around real life, informed by contemporary research and best practice.

All staff at Emmanuel Catholic College are expected to be passionate and innovative practitioners, committed to making a positive contribution to the daily experiences of all staff and students.

The Receptionist serves as the first point of contact, providing a welcoming and professional presence while managing phone calls, visitor check-ins, and administrative tasks. They support the school community by

maintaining records, assisting with communication, and ensuring a smooth flow of daily operations in alignment with the College's values and mission.

As a member of staff, the Receptionist will support the Principal and staff in the promotion and upholding of Catholic values and the shared vision of the College. They will involve themselves as a member of the whole staff in enhancing the welfare and development of students in the College community. This includes the promotion and maintenance of a positive public profile for the College and demands the highest level of professionalism, confidentiality, and the capacity to work with independent initiative.

Areas of Responsibility:

The first point of contact in the College. The Receptionist always greets visitors with a high level of professionalism and friendly disposition in assisting visitors, staff, and students.

Reception

- Answer incoming calls and direct to the appropriate key stakeholders.
- Take messages if there is no answer and email/communicate to the respective staff member.
- Welcome visitors and advise appropriate staff member of their arrival.
- Ensure all visitors sign in on arrival, and out prior to departure.
- Manage 'admin@emmanuel' mailbox in a timely and effective manner.
- Receive deliveries and ensure delivery to applicable key stakeholders.
- Ensure slideshow is playing in Reception area each day.
- Ensure waiting area and meeting rooms are always neat and tidy.
- Ensure Reception area is secure before leaving at the end of each day.

Administration

- Greeting all visitors, ensuring professional and professionally managed responses.
- Keeping up to date and well versed on all school events, class times, sporting events etc. This enables the correct information and responses to enquiries from parents and the public.
- Update the week ahead Calendar on SEQTA each week.
- Manage Meeting Room bookings.
- Assist the Registrar with enrolments including information regarding Students with Disabilities.
- Assist the Finance Office with daily receipting and enquiries.
- Provide Administration support for Students with Disability Director where required.
- Ensure the Administration Photocopy area is kept neat and tidy, and supplies are managed accordingly.
- Prepare all mail and organise couriers as required.
- Maintain stationery supplies.
- As required, distribute College communications adhering to agreed communication guidelines and protocols.
- General administrative support for College staff as required.
- Any other tasks as required.

Team Contribution

- Ensure a friendly, helpful, and professional demeanour always.
- Demonstrate a high level of interpersonal skills.
- Create positive and open communications to deliver the best possible outcomes.
- Ensure systems and processes are optimised for efficiency and effectiveness whilst seeking ways to continually improve such systems and processes.
- Demonstrate a flexible approach to the role by undertaking other tasks to support all the above.
- Support others and facilitate a team-orientated professional environment.
- Demonstrate the ability to work independently and within a team environment.

- Demonstrate excellent time management and organisational skills, including the ability to meet deadlines.
- Demonstrate the ability to work with a wide range of staff and have a demonstrated ability to build meaningful and professional relationships with students and families.
- Utilise effective interpersonal skills and initiative when dealing with challenging situations.
- Contribute to a positive and vibrant workplace.

Essential Criteria:

- A strong commitment to the ethos of Catholic Education and a willingness to promote and support Catholic values as a member of the Emmanuel Catholic College Community.
- Have a minimum three (3) years' experience in a similar or related role.

Desirable Criteria:

- Have a proven ability to work in a highly organised manner, including adherence to deadlines and a knowledge of College policies and procedures.
- Certificate qualifications or greater in Administration.
- Have completed Accreditation to Work in a Catholic School.
- Knowledge of and experience with using SEQTA, AOS and Office365.
- Demonstrated experience and performance in a similar or related role within a school environment.
- Ability to communicate effectively, both verbal and written.
- Proven ability to prioritise responsibilities for the position.
- Being well organised and methodical.
- A commitment to high work standards and work ethic.
- A high level of attention to detail and competent data entry.
- Proficient level of interpersonal skills.
- Confidence in dealing with people at all levels.
- Demonstrated ability to handle sensitive information in a confidential manner.
- Have a proven ability to work in a collaborative environment as a member of a team.
- Have demonstrated the ability to show initiative, drive, and a strong sense of professionalism.

Tenure and Conditions:

- Total 42 weeks per year (90.49% FTE) consisting of 40 weeks of term time and one week in January prior to commencement of term and the second week of October school holidays.
- Monday to Friday 8.00am to 4.00pm.
- All annual leave is to be taken in school holiday time.
- This position is responsible to the Business Manager.
- Ongoing, subject to successful first six months probationary period.

After Hours Requirements at College Events include:

- College events as required or as specified by the Principal.

Appointment:

On appointment, the successful applicant will be required to:

- Current Nationally Coordinated Criminal History Check (NCCHC).
- Current Working with Children Check (WWCC).
- Complete Mandatory Reporting Training.
- Complete Staff Code of Conduct Training.
- Acquire and/or maintain relevant Accreditation requirements to Work in a Catholic School.
- Undertake CEWA online modules as directed.

General Information for Applicants

Applicants must be fully supportive of the objectives and ethos of Catholic education and be involved in co-curricular activities as part of general duties.

All applicants must have a current Working with Children Check (WWC) and those applying for a teaching position must hold a relevant degree and be eligible for Registration with Teacher Registration Board of Western Australia (TRBWA).

Applications for a position at Emmanuel Catholic College must be consist of;

1. Covering Letter

The Covering Letter should clearly state the position being applied for and highlight the applicant's skills, knowledge and experience in relation to the position being applied for (maximum 2 pages).

2. Current Curriculum Vitae

The Curriculum Vitae should include, where relevant:

- Qualifications
- Employment History
- Subjects / Courses taught
- Relevant Professional Learning
- Reference to any Accreditation held within the Catholic sector
- Extra-Curricular Qualifications / experience
- Parish / Community involvement
- Membership of Professional Associations
- Contact details of three (3) professional Referees, one of which should be the current employer.
- If applicable, a Parish Priest should also be included.

3. Copies of any requested information

Requested Information - where applicable, applications should include copies of;

- Current Education Criminal Record Check.
- Current Working with Children Check (WWCC).
- Latest Academic Transcript
- Proof of Accreditation.

Applications should be addressed to the Principal, and uploaded via the Emmanuel Catholic College website form: [Application for Employment – Emmanuel Catholic College](#)

Further information can be obtained by contacting the Business Manager, Mrs Sonja Matthes on 9414 4000.