



We are looking for a passionate and dedicated Part-Time Receptionist to join our dynamic and rapidly growing community at Marsden Park Anglican College. MPAC provides high-quality education, in a learning environment where the strength and character of each individual is encouraged and celebrated. Each student is nurtured to develop in line with our college pillars of loving Christ and others, leading with excellence and integrity and living with passion and purpose, all in the context of a joyful, safe and encouraging school community.

Marsden Park Anglican College was established in 2024 and through strong growth, the college now has nearly 800 students from Prep to Year 8. The school continues to grow and will reach Year 12 in 2029, with approximately 1400 students.

As part of the Anglican Schools Corporation, Marsden Park Anglican College seeks to deliver affordable high-quality education, shaped by the Bible, to local families. The College is committed to providing excellence in education and opportunities for every individual student to succeed academically, develop lives of rich character and engage in a diverse offering of co-curricular activities and entrepreneurial endeavours in which they can pursue their passions.



## PART-TIME RECEPTIONIST

Position Title	Receptionist
Department	Administration
Award/Agreement	Remuneration, duties, and conditions will be as per the Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025 (or as revised)
Status	Permanent Part Time (0.6 FTE) over 3 days (term time only)
Reporting	Business Manager
Key Relationships	Principal, Business Manager, EA to Principal, Administration Staff, Executive Staff, Teachers
Commencement	Term 2 2025

## THE POSITION

The Receptionist is an important role at MPAC, responsible for providing a warm welcome to all who connect with the school.

The successful applicant will be passionate about providing excellent customer service to our community and will be confident supporting a broad range of people. They will possess excellent communication, both written and verbal, strong organisational skills and be able to manage a variety of tasks.

The successful applicant has a chance to develop in their career and grow alongside our fast-moving and swiftly expanding community.

## KEY RESPONSIBILITIES

### RECEPTION

- Present a welcoming first point of contact for the College for visitors, phone calls and emails
- Ensure visitors sign in and sign out and meet the staff member they are visiting
- Ensure all visitors have a current WWCC and if not are accompanied by a staff member whilst on the school site
- Answer the phone in a timely manner and manage/ action general enquires
- Check the voice mail and respond to messages and enquiries as required
- Monitor relevant email boxes, responding to messages in a timely manner
- Send out broadcast communications to the college community when requested
- Take delivery of goods, check invoices and notify staff of the goods that have been received for collection, store goods in an orderly manner
- Collect, sort and distribute mail

### STUDENT SERVICES

- Provide support for students attending Student Reception
- Lost property
- Photocopying
- Triage student inquiries
- Liaise with canteen as required

### SICK BAY

- Assist the Primary first aider with administering first aid or medication to students and maintaining records in Edumate
- Liaise with parents for students who are unwell
- Ensure Edumate is kept correct and up to date

### OFFICE

- Manage office resources, general school, kitchen and stationery supplies as required in consultation with accounts officer / EA to Principal (including milk order and special catering)
- Manage the photocopier and arrange for supplies and service calls in consultation with IT department
- Keep the kitchen and resource room neat and tidy
- Support the School's mission and vision
- Support executive with preparing resource orders
- Printing and laminating as required
- Send out various communication as required
- Assist with hospitality for college events
- Assist the Executive team with clerical work from time to time

### ATTENDANCE

- Ensure rolls are marked by class teachers
- Enter rolls for casual teachers
- Enter parent phone call notifications in Edumate
- Process absence emails and upload medical certification
- Maintain attendance records and follow up on absences in a timely manner
- Manage students arriving late or leaving early

## OTHER

- Carry out other duties as required

*It should be noted that, while detailed, this role description is not exhaustive and the Principal may, at their discretion, vary these responsibilities as required by the learning, wellbeing, cultural, community and administrative requirements of the College.*

## THE CANDIDATE

A suitable candidate for this position will be passionate about providing a welcoming and calm reception for all who interact with the College's Administration. They will have a genuine love of people with effective interpersonal skills, warmth and engagement, and the ability to work collaboratively with colleagues and parents, offering excellent customer service.

The Receptionist will demonstrate an active Christian faith and involvement in their local church, supporting the Christian ethos of the College. The Receptionist will report to the Business Manager.

## ESSENTIAL:

- Current Working with Children Check Number for paid work (or ability to obtain one)

## DESIRABLE:

- Experience with Edumate, digital database maintenance
- Experience working in an education environment or a not-for-profit environment

## EXPECTATIONS

- Demonstrate a personal Christian faith and commitment to servant-leadership
- Support the mission vision and objectives of the Anglican Schools Corporation and Marsden Park Anglican College
- Be approachable and a good communicator
- Establish and maintain effective and respectful relationships with students, staff and parents
- Show professional and personal integrity
- Manage sensitive matters in a confidential manner
- Work collaboratively with colleagues, parents and staff
- Operate effectively both as an individual and as part of a team
- Solve problems, show initiative and follow direction
- Adapt to different technologies and commit to skill development
- Be competent in Word, Excel, PowerPoint and Outlook
- Demonstrate a high level of literacy and effective communication when interacting with staff, parents, students and external providers
- Be committed to personal and professional development
- Be warm, engaging, flexible and good humoured

## APPLICATION PROCESS

Interested applicants are encouraged to apply early as the role may be filled prior to the closing date. Marsden Park Anglican College reserves the right to make an appointment by invitation.

Interested applicants should submit the following:

- A completed Application for Employment form accessed from [www.mpac.nsw.edu.au](http://www.mpac.nsw.edu.au)
- A cover letter addressing Key Responsibilities, Candidate Profile and Expectations (no more than two pages)
- A Curriculum Vitae (no more than five pages)
- Three referees, one of whom should be your Church Minister or Pastor
- Copies of qualifications, as relevant
- '100 Point' [proof of identity](#) (Driver's Licence, Medicare card, birth certificate, passport)
- Current Working with Children Check Number for paid work

Applications should be addressed to Mr Darren Cox, Principal and submitted as one PDF file saved as applicant's full name by email to [employment@mpac.nsw.edu.au](mailto:employment@mpac.nsw.edu.au)

## CHILD SAFETY

Marsden Park Anglican College is committed to child safety and complies with the requirements of the *Child Protection (Working with Children) Act 2012*. All staff are required to comply with the applicable child protection legislation and ensure that the College's Child Safety policies and procedures are implemented at all times.

Education has an important role in supporting children and young people and identifying where problems arise that may put their safety, welfare, or well-being at risk. All College staff have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people.