



YIRARA COLLEGE

POSITION KEY SELECTION CRITERIA

College Sector:	Administration
Position Title:	Receptionist
Position Code:	PD SSAD02
Position Classification:	Lutheran Schools Administration (Grade 3 or 4 depending on experience))
Tenure:	Continuing

The Yirara College **Position Description & Person Specification** for this role provides comprehensive detail of the following:

- The purpose of the role including reporting/working relationships, special conditions, and extent of authority.
- The Key Result Areas (KRAs) for the role and the associated tasks.
- The College Creed and Core Values by which the candidate is required to function and display in their work ethic.
- The Yirara College Staff Engagement Charter by which the candidate is required to abide.
- The Person Specification including educational/vocational qualifications, personal skills, abilities and aptitude, experience, knowledge, classification level and evaluation factors, performance standards and review.
- The Key Performance Indicators (KPIs) in each Key Result Area.

In the application for the position, the candidate is expected to highlight their capacity to competently undertake the tasks identified in the KRAs and meet the requirements of the Person Specification, and their willingness to abide by the College Creed, Core Values and Engagement Charter. Additionally, the interview panel shall be assessing the candidate's capacity to meet the following:

Key Selection Criteria

1. Experience in Reception and Administration support with a proven capacity to work collaboratively with leadership.
2. Ability to function in a role that requires positive engagement with people from many areas (College staff, general public, parents and students, government and educational personnel).
3. Demonstrated high standard of office skills and capacity to work with MS Office software.
4. Excellent communication (oral and written) and interpersonal skills.

Desirable:

1. Previous experience in working with Indigenous students in an educational environment.

Referees

Applicants are asked to provide the names and contact details for at least 3 referees (2 professional, 1 personal).