



School Receptionist and Administration Officer

Are you ready to bring your front of house expertise to a role where every interaction matters? If so, we'd love to hear from you! The world of schools provides a unique opportunity to make a genuine difference while working in a dynamic, supportive environment where your professional skills truly shine.

The Knox School is an independent, values-driven coeducational institution from Early Learning to Year 12 in Wantirna South, Victoria. We boast a distinguished reputation for providing personalised learning for all students, who become the architects and advocates for their learning journey as they strive to achieve their personal best. Founded in 1982, The Knox School is a non-denominational establishment. Our values of Achievement, Care, Empathy, Resilience, Responsibility and Respect are at the core of all our endeavours. We celebrate each student's uniqueness, and through our close-knit community, they can find their niche and become proud to belong.

Open, collaborative and inclusive, The Knox School invests in its people and offers them opportunities to engage in innovative learning practices. Our staff culture creates the capacity for respectful relationships, innovation, and we've been recognised as an Employer of Choice again - testament to our commitment to our team.

About the position:

This is your opportunity to join our professional reception team as part of the polished, welcoming face of our vibrant school community. Working collaboratively with our Morning Receptionist, you'll share responsibility for setting the tone for every interaction with students, families, visitors, and staff. Your impeccable presentation, articulate communication style, and natural ability to anticipate needs will create lasting positive impressions that reflect our school's commitment to excellence and community values. This is a 9am – 5pm Monday to Friday position, with a little wriggle room regarding start time if you needed to do the morning school run before coming in.

Key responsibilities:

- Work collaboratively with our Morning Receptionist to provide exceptional customer service with polish and professionalism.
- Manage all campus communications with articulate, well-spoken interactions.
- Proactively anticipate and meet visitor needs while maintaining school protocols.
- Provide comprehensive administrative support with attention to detail and initiative.
- Coordinate complex scheduling, communications, and reporting functions.
- Support academic and operational activities with proactive problem-solving.
- Coordinate School Co-Curriculum Programs and venue bookings.
- Assist with account processing (accounts payable and credit card reconciliations) from time to time.
- Manage facilities hire and transportation arrangements with professionalism.

About you:

You will be passionate about contributing to our educational community and enjoy working collaboratively as part of our dedicated team. You will have a strong understanding of the school environment and the importance of creating a positive, supportive atmosphere for all students, staff, and families. You must support the School's vision and ethos and demonstrate our School Values of Achievement, Responsibility, Respect, Resilience, Care and Empathy in all interactions. You will always be an excellent professional role model for our students, delivering exceptional service and contributing to the overall success of our school community.

Working at The Knox School offers:

- A supportive and stimulating work and learning environment set amongst beautiful grounds. We've again been awarded as a 5-Star Employer of Choice.
- Additional paid time off over the Christmas/New Year break (approximately 10 days).
- Employee Assistance Program.
- Excellent resources.
- Onsite car parking.
- Salary Packaging.

The ideal candidate will have:

- Experience in a similar reception or administrative role.
- Strong customer service skills with a professional attitude and presentation.
- Natural ability to anticipate needs and implement solutions.
- Excellent oral and written communication skills with high-level active listening skills.
- Exceptional attention to detail and accuracy.
- Ability to maintain confidentiality and professional rapport with colleagues and the school community.
- A proactive and self-motivated approach, with the ability to work independently and as part of a team.
- Experience in general office procedures, including minute taking, report writing and other correspondence using Microsoft Office and Adobe.
- Ability to develop skills in the use of the school database, Synergetic, Learning Management System, Schoolbox and finance platform, Alii. Training can be provided.
- Well-developed time management skills and the ability to manage competing complex priorities in an ever-changing environment.
- A current National Police Check and a Working with Children Check.
- Satisfactorily complete a values-based interview which will assess suitability to work with children and young people, and ensure that children and young people's rights are respected.
- Knowledge and understanding of the School's obligations in respect of Ministerial Order No. 1359, the Reportable Conduct Scheme, mandatory reporting, record keeping in relation to student safety and wellbeing, the failure to disclose and failure to protect offences (and any other information sharing and reporting obligations that may arise). Training will be provided.
- Knowledge of and commitment to adhering to the School's policies and student safety practices, including those detailed in the Student Safety at The Knox School Handbook.
- A supportive and respectful attitude to children and their families and build positive connections with all members of the school community.
- Hold, or be prepared to obtain a current Level 2 First Aid Qualification, including CPR, Anaphylaxis and Asthma Training. Training is provided by the school annually.
- Valid Australian work rights or appropriate visa status to work in Australia.

Commitment to Student Safety:

The Knox School is committed to providing a student safe and friendly environment, where children and young people are safe, feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse or reportable conduct and are committed to acting in our student's best interests and keeping them safe from harm.

The School regards its student protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a student safe culture.

To apply:

Applicants are invited to submit their resume along with a cover letter addressed to **Fiona Kapkidis, HR Business Partner** via www.seek.com.au by **Friday 10 October 2025**. Applications will be reviewed upon receipt.

Applicants are invited to submit their resume along with a cover letter via the Seek link provided above.