



WAVERLEY COLLEGE

Receptionist Permanent Role

A wonderful opportunity exists for an experienced Receptionist to join us in this important role for our Senior School. The Receptionist is the first point of contact for many of our parents and potential clients either via telephone or in person. We would like to think that the first interaction with the College is a pleasant, efficient and positive one, and that these relationships continue to grow.

This is an opportunity to join an organisation where your skills are valued, your creativity is nurtured, innovation is actively encouraged, and where staff are appreciated every day. Waverley College is a Catholic school in the Edmund Rice tradition.

To be successful, you will need to have a positive mindset and a calm and helpful manner. Previous administrative experience is essential. You should also possess high levels of computer literacy. In return for this, you will receive a competitive salary, great employee benefits and work predominantly in term time only. Ideally the successful applicant should be available to commence during Term 4.

Previous experience within an education environment would be advantageous, but we also encourage applications from those in other industries. Further details are available in our comprehensive role description on our website.

Applicants must be supportive of the Catholic ethos of the community. In order to work at our school, you will be required to hold a current Working With Children Check, and be immunised against Covid 19.

How to apply:

Applicants are to use the online **Support Staff Application Form** found on the College website: waverley.nsw.edu.au/information/employment

Telephone enquiries to Leigh Yardy, 02 9369 0678

Closing date: Friday 30 September 2022



All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures. Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people.