



Receptionist/Administration Officer

The Southport School is a leading Anglican Day and Boarding School for boys situated on the banks of the Nerang River in the heart of the Gold Coast. The Southport School (TSS) has been established for over 120 years and is committed to providing excellence in leadership, learning and teaching, pastoral care, and extra-curricular endeavours within a balanced, holistic Christian environment. The School has a vibrant boarding, academic, cultural and sporting program that extends across the full year and two campuses.

The Southport School is seeking a full time Receptionist/Administration Officer to join our Corporate team. This role's primary responsibility is a front of house function, managing the main school switchboard, the senior campus reception area and operations as well as providing administrative support to the Corporate team. This role will require you to provide an exceptional front of house experience and first impression for our community whether it be over the phone, by email, in-person, or when engaging with our team members across the school.

This is the role that knows exactly what is always happening across the school and in support of our School values of **Teamwork, Scholarship, and Service**, you will be focused on providing support to our Corporate teams to assist them to deliver the best educational experience for our families and students.

The Successful Applicant will be someone who:

- Has exceptional customer service skills
- Has an exemplary personal presentation
- Is reliable, punctual and has an excellent attendance record
- Is proficient in the use of Microsoft Office
- Has exceptional attention to detail, excellent verbal and written communication skills
- Shows initiative and willingness to expand experience and learn with a "can do" attitude
- Has an extremely high degree of discretion and confidentiality
- Is able to multi-task and managing competing priorities.

Your operating hours would be Monday to Friday, 8.15am to 4.15pm daily during the term, with reduced working hours during the school vacation period.

We offer all staff access to our staff wellbeing offerings such as an employee assistance program, free on-site gym access, staff swimming lanes, staff tennis (after hours), weekly yoga, our onsite school café providing nutritionist reviewed offerings and great coffee, along with professional development opportunities aligned with our values and specifically that of Scholarship.

All staff at The Southport School should be supportive of the Anglican Code of Conduct and stated values and Christian Ethos of the School. Candidates must be eligible for, or hold current BlueCard, submit to an Anglican Diocese National Register check and will be asked to provide a recent national criminal history check.

Candidates are required to **apply via the Seek website** by submitting their current CV and a short statement outlining the knowledge, skills and attributes that you would bring to the role. **Applications will close on Friday 19 July 2024 at 5pm sharp** A position description is available on our [School Website](#).

TSS in an equal employment opportunity employer