

CASUARINA STEINER SCHOOL

INSPIRING THE HEAD, REACHING THE HEART



February 2020

Front Office

Casuarina School is seeking a receptionist who is welcoming, professional, efficient and able to work independently and as part of a team. This position is for 2 days per week.

Casuarina School is a warm and vibrant community which currently has 105 children from K to Year 6. It is located in the sub-tropical city of Coffs Harbour, amidst the beaches, rivers, forests and mountains of the beautiful Mid North Coast of New South Wales. Casuarina School offers an inclusive educational program, which welcomes and supports all children whose parents are seeking a Steiner education for their child/ren. For further information about our School please see our website www.casuarina.nsw.edu.au

In this role you will be responsible for the following tasks:

- Answering calls and enquiries
- General reception duties
- Maintaining school records
- Handling enrolment enquiries
- Ordering all school supplies

Selection Criteria:

The successful applicant will have the following skills and attributes:

- Outstanding communication and customer service skills
- Ability to keep precise and accurate records
- Strong technical skills: managing hardware and software, including phone systems, printers and copiers
- Ability to work independently
- Exceptional time management
- Interested to learn about Steiner Education
- Current First Aid Certificate and ability to respond to first aid calls within a school setting
- Previous experience preferred

Please address the selection criteria and email to the school along with CV (including 2 referees) by Friday 21 February 2020.

Please email your application to admin@casuarina.nsw.edu.au (Taja Steinbeck, Business Manager)