



RECEPTIONIST

Casual Position (approx. 2 days per week)

Belgrave Heights Christian School is an independent Kinder to 12 Christian School with an open enrolment policy. Please visit our website at www.bhcs.vic.edu.au for more details.

We require an experienced Receptionist to join our administration team commencing 28th May, 2018.

It is essential that the successful applicant have, or be able to demonstrate, the following:-

- Previous reception experience (in a School or similar environment would be preferable)
- Be experienced and proficient at Microsoft Office Suite
- Have, or be able to obtain current First Aid qualifications
- Strong interpersonal, verbal & written communication skills
- Outstanding organisational and time management skills
- Excellent attention to detail
- Be an integral member of a team
- Have, or be able to obtain a current Victorian Working With Children Check
- Adhere to the School's mission and ethos

As a Child Safe School we promote the safety, wellbeing and inclusion of all children, including those with a disability. As such, the Staff Code of Conduct and Child Safe Policies must be adhered to, resulting in all applicants undergoing rigorous reference, background and identity checking.

Applicants are invited to submit their Resume together with 2 references (one preferably from a current Minister/Pastor) by **Friday, 18th May** to applications@bhcs.vic.edu.au