



APPOINTMENT OF

RECEPTIONIST
FRIENDS' EARLY YEARS

(PERMANENT FULL-TIME)



2019

PURPOSE & CONCERNS

The Friends' School is a coeducational Quaker school based on fundamental values such as the intrinsic worth of each person, the recognition of 'that of God' in everyone, the desirability of simplicity and the need to establish peace and justice.

As a learning community, we are concerned for the academic, cultural, physical, social, emotional and spiritual development of each person in our care.

We seek to help our students develop as people who will think clearly, act with integrity, make decisions for themselves, be sensitive to the needs of others and the environment, be strong in service and hold a global perspective.

We believe that these aims can best be achieved with the active support of all members of our School community.



THE POSITION

We are seeking to appoint an efficient, friendly and highly motivated person as Receptionist at Friends' Early Years. This newly created permanent position is in addition to our current administrative staffing. The hours of employment will be 10:00am to 6.00pm Monday to Friday, with a half-hour break. The successful applicant will start as soon as mutually convenient.

Our Centre provides early learning programs for children from 12 weeks through to pre-kindergarten, as well as providing an Outside School Care program.

PRIMARY DUTIES

- Greet and welcome families as soon as they arrive at the centre and direct visitors to the appropriate person, room or office.
- Answer, screen and forward incoming phone calls.
- Receive, sort and distribute daily mail/deliveries, update calendars, schedule meetings and book centre visits.
- Receipt, collate and maintain petty cash float for the centre.
- Receipt payments including EFTPOS, cash and cheques in a timely and accurate manner.
- Order authorised resources.
- Proficiently assist with enrolments, including upkeep of enrolment information, immunisation records, attendance records and waiting lists.
- Maintain the Daily Register and Illness Register.
- Assist the Friends' Early Years Administrator in maintenance of Smartfees and Child Care Easy Pay Databases.
- Maintain centre security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges).
- Ensure reception and other administration areas are tidy and presentable.
- Perform other related duties as required, such as filing, photocopying and minute taking.
- As required, provide child caring on floor support to the centre for urgent staff relief.
- Work safely within the centre and take care of your own safety.

PERSONAL REQUIREMENTS / SELECTION CRITERIA

1. High level of interpersonal skills in dealing with parents, staff, students, contractors and the general public.
2. Proven organisational skills, including an ability to prioritise tasks.
3. Proven experience in operating a telephone system.
4. Competency in the operation of office technology, in particular email and database systems.
5. The ability to work safely in an education and office environment and appropriate fitness to carry out the duties of the position.
6. Strong support for the Purpose & Concerns and ethos of The Friends' School.
7. Registration to Work with Vulnerable People (employment category) and satisfactory National Police Check (may be obtained following offer of appointment).
8. Experience in an education environment, preferably a childcare centre or school.

KEY RELATIONSHIPS

- Director of Friends' Early Years
- Early Childhood Administrator
- Friends' Early Years Staff

CONDITIONS OF EMPLOYMENT

- A salary will be paid at rates stated in *The Friends' School (Early Years) Enterprise Agreement 2018*.
- Employment will be subject to *The Friends' School (Early Years) Enterprise Agreement 2018* and *The Friends' School Staff Code of Conduct*.
- Under the Enterprise Agreement, conditions of employment include paid maternity leave, professional development support and salary sacrifice arrangements.
- Provision is made for Long Service Leave in accordance with the *Long Service Leave Act 1976*, with the exception that employees are entitled to Long Service Leave after 10 years of service.
- In accordance with Australian Government legislation, employees are entitled to elect the complying superannuation fund into which their 9.5% employer superannuation contributions will be paid. However the School offers staff appointed to permanent positions an employee superannuation plan that provides a range of employer funded benefits to participating employees, including 10.5% employer contributions.
- Fee concessions are available to assist staff in having their children educated at the School.
- No cost use of gym and pool at Friends Health & Fitness.
- Corporate Health Insurance Plan through BUPA and St Lukes.
- Employees of The Friends' School will respect and comply with the Staff Code of Conduct.
- All appointments are made subject to the provision of a current Working with Vulnerable Children Registration (employment category).
- It is anticipated that staff will maintain the necessary level of fitness appropriate to fulfil the inherent duties of the position.
- In accordance with the *Work Health and Safety Act 2012 (Tasmania)*, as an employee of The Friends' School you must:
 - Take reasonable care for your own health and safety.
 - Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
 - Comply, so far as you are reasonably able, with any reasonable instruction that is given by the School.
 - Cooperate with any reasonable policy or procedure relating to health or safety at the School that has been notified to staff.
- The Friends' School is an equal opportunity employer.

A P P L I C A T I O N S

Applications addressing the selection criteria, and including the Staff Application Form, introductory letter and a CV, should be received by 4.00pm on Tuesday 29 January 2019.

Applications should be addressed to:

Nelson File
Principal
The Friends' School
PO Box 42
North Hobart Tas 7002

or emailed to: employment@friends.tas.edu.au

Telephone: (03) 6210 2202
Fax: (03) 6234 8209

INFORMATION ABOUT THE FRIENDS' SCHOOL

SCHOOL LOCATIONS

The School covers six sites: 23 Commercial Road, 395 Argyle Street, Bell Street/Queens Walk (New Town), Lallaby Road (New Town Bay), Far South Wilderness Camp (Strathblane) and a property at Spring Beach near Orford.

The High School is on the Commercial Road campus which also houses the main Administration office for the whole School.

The High School caters for 560 students in Years 7 to 10 and occupies most of this site, although some Year 11 & 12 classes such as some Technology subjects, Art and Music are conducted here as well. The High School has four Co-Heads (Joe Cairns, Louise Giudici, Paul Goodluck and Kim Rowlands), who are also Heads of House (Mather, Ransome, Hodgkin, and Unwin respectively).

Friends Health & Fitness is located next to the High School. The Centre is open to the public and offers state of the art fitness facilities including a 25m pool, spa, steam room, group fitness and small group training, cardio equipment, pin-loaded and free weights, and two tennis courts.

The Argyle Street Campus is linked to the Commercial Road site by a short walk (five minutes) along Carr and Wilson Streets and across the overpass. Located on this campus is Friends' Early Years, Morris from Kindergarten to Year 6 and also Clemes for Years 11 and 12. These operate separately but share the canteen facility and have a common staffroom.

Friends' Early Years

Friends' Early Years, our early learning centre, is on the Argyle Street and operates from 7.30 a.m. to 6.00 p.m. on weekdays. Friends' Early Years provides long day care for children aged 0-4, the Early Years program for pre-kinder aged children, before and after school care and vacation programs.

Under its licence conditions, Friends' Early Years can accommodate up to 80 children in long day care and 55 in the outside school hours program, with carefully designed outdoor and indoor-outdoor spaces adding to the quality of the experience for children. Mark Seager is the Director of Friends' Early Years.

Morris - Friends' Primary Years

Morris - Friends' Primary Years comprises 'Wells' for Prep to Year 2 students and 'Walpole' for Year 3 to Year 6 students. Kindergarten classes are located in separate classrooms on the same campus.

Mark Febey is the Head of Morris and Wendy Crow is Deputy Head. Debbie Taylor is the K-6 Co-ordinator.

Morris has approximately 420 students enrolled; two classes per year group from Kindergarten to Year 4 and three at Years 5 and 6.

Clemes (Years 11 & 12)

Years 11 and 12 occupy the Clemes, Meredith and Palfreyman buildings. There are approximately 300 students enrolled in Clemes. Adam Chambers is the Head of Clemes, Lyn Tunbridge is Deputy and Anne Lynch is Dean of Students. Adam Chambers has been appointed as Head of Clemes from January 2019.

On the Argyle Street site you will also find the Hobart Meeting House of the Religious Society of Friends (Quakers) and an 800 seat assembly hall, The Farrall Centre.

Walker House

Residential accommodation is provided for up to 46 international and local students at Walker House, situated in Lewis Street, North Hobart adjoining the Argyle Street campus. Mathew Dixon is Director of Residence.

Sports Facilities

Extensive sports grounds for the whole School are situated about two kilometres north of the School between Bell Street and Queens Walk, New Town.

The Friends' School Boat Shed is situated in Lallaby Road on New Town Bay.

Far South Wilderness Camp

The Friends' School owns and operates Far South Wilderness Camp at Strathblane near Dover, which is used for school camps and also remains available for other schools and organisations on a commercial basis.

The School also owns approximately 19 hectares of bushland at Orford.

SCHOOL ORGANISATION

The School is sub-divided into Morris - Friends' Primary Years (K-6), High School (7-10) and Clemes (11-12). These three sections of the School are served by administration and maintenance staff under the general supervision of the Director of Business Affairs.

The main School office is open between 8.30 a.m. and 4.30 p.m. throughout the year except during the Christmas/New Year period and public holidays.

Principal's Office

The Principal is assisted by Louise Bridge as full-time Personal Assistant.

Deputy Principal

Shaun O'Rourke is Deputy Principal and assists the Principal with staff matters and day-to-day administration of the School. He is Acting Principal when the Principal is absent.

Director of Business Affairs

Shaun Sargent is the Director of Business Affairs. He oversees the financial, facilities and administrative aspects of the School. This includes taking responsibility for the School's various commercial operations. He also oversees the risk, compliance and governance functions of the School and acts as Secretary to the Board of Governors.

Director of Teaching & Learning

The Director of Teaching & Learning, Steve Barratt, along with the Senior Curriculum Group, is responsible for the delivery and planning of curriculum and timetabling throughout the entire School.

Director of Community Engagement

The Director of Community Engagement, Bill Avery, is responsible for leading and managing the School's communication, brand management and community engagement practices and activities.

Enrolments Office

Jennifer Scharkie is the Enrolments Manager and manages all matters to do with enrolments including waiting lists, fees assistance, scholarship and bursary administration and overseas/exchange students.

Libraries

There are three libraries in the School, one in Morris, one in the High School and one in Clemes. A teacher-librarian supervises each library and Stacey Pryer is the Head of Libraries.

The School also has an archival and historical collection housed in Hobartville. The Archivist, Melinda Clarke, is in charge of the collection and is always willing to assist with providing materials for historical projects or teaching about Friends'.

Faculties Years 7-12

All High School and Clemes teaching staff are members of one of eight Faculties – The Arts, English, Health and Physical Education, Humanities, Languages, Mathematics, Science and Technology. The Heads of Faculty are responsible for the development and delivery of the program in their learning area.

The *Heads of Faculty* are:

The Arts	Tammy Giblin
English	John Hoggart
Health	Trish Menadue
Languages	Maria Vagunda
Mathematics	Kathy Bunton
Science	Kate Baldry
Humanities	Mark Allen (Hayley Pickett acting)
Technology	Jane Smith

Year Group Coordinators

Year 7	Nicola Collins
Year 8	Karina Churchill
Year 9	John & Esther Hoggart
Year 10	Casey-Rae McCrickard
Years 11/12	Amy Harris

Specific Programs

Director of ICT	Duncan Gillespie
Director of Learning Support	Beverley Carr
Head of Music	Paul Radford
Head of Drama	Tammy Giblin

Our web site www.friends.tas.edu.au has more information about The Friends' School that you may wish to refer to.

SCHOOL CURRICULUM

MORRIS - FRIENDS' PRIMARY YEARS
(KINDERGARTEN TO YEAR 6)

At Morris our aim is for the students to learn within the context of the School's Purpose and Concerns, where the intrinsic worth of the individual, peace, justice and community are sought and where we all strive to be life-long learners embodying responsibility and integrity.

The International Baccalaureate Primary Years Program (IBPYP) is the curriculum framework implemented for all children from Kindergarten to Year 6. This educational framework aims to develop children's intercultural understanding and promote global citizenship through an inquiry pedagogy. The IBPYP is carefully structured to develop the academic, physical, cultural, spiritual, social and emotional needs of children at each year level. Classroom programs are developed to allow for the individual growth of every child. Learning outcomes and General Capabilities of the Australian Curriculum are encompassed within the program.

Constructive play and exploration in Kindergarten provide a solid foundation for children moving through the Primary School. English, Mathematics and the development of independent learning skills are a key focus within a concept-driven Program of Inquiry. As students progress through Morris, they are exposed to aspects of the broader program including co-curricular and enrichment programs. Each child's development is documented and tracked in consultation with parents.

Morris offers a rich and varied co-curricular program in support of the School's Purpose and Concerns and formal curriculum. It allows for the development of new skills and provides opportunities for the development of individual interests to enhance PYP attitudes and to enable action to be taken by the children. It provides for the development of a balanced child and supports the wellbeing of all community members. Opportunities are also provided for involvement in sporting, music, service, enrichment and extension activities.

HIGH SCHOOL (YEARS 7 TO 10)

Subjects in the curriculum have been organised into the eight learning areas of the Australian Curriculum. English, Health and Physical Education, Humanities, Mathematics and Science are core areas. In addition, there are some 20 subjects students may take at some stage in Years 7-10. These include:

<i>Arts:</i>	Art, Ceramics, Music, Drama, Dance
<i>Health:</i>	Sport Science
<i>Languages:</i>	Chinese, French, German, Japanese
<i>Humanities:</i>	Economics, Business and Law, Geography, History, Philosophy, Religious Studies, Social Psychology.
<i>Technology:</i>	Computer Graphics and Design, Design and Technology, Food & Textiles, Information Communication Technology, Programming & Control Technology, Multimedia, Automotive Studies

Year 7 Program

Year 7 is seen as a transition stage from primary to secondary education. The Year 7 program is structured so that it provides a firm foundation for the courses in the rest of the High School. Students follow a common course including subjects from all eight faculties, in such a way as to enable them to make informed choices when they come to determine their program for Year 8 and then for Years 9 and 10. The Year 7 Connections Program is a highlight of the curriculum.

Year 8

Year 8 completes the foundation begun in Year 7. In addition to English, Health and Physical Education, Humanities, Mathematics and Science, all students take a course in a language other than English as well as units in the Arts and Technology areas.

Year 9 and 10

At this stage, apart from the compulsory subjects, students may take any subject. Courses are structured to be taken through Years 9 and Year 10, so that they can be studied in depth to prepare students for the demands of the TCE or IB in Years 11 and 12.

C L E M E S (Y E A R S 1 1 A N D 1 2)

The TCE (Tasmanian Certificate of Education) comprises subjects of either 50 hours or 150 hours. Students preparing for tertiary entrance need as a minimum requirement four pre-tertiary courses, three of which must be completed successfully in Year 12. For university selection purposes, a student's score comprises their best five 150 hour subjects, at least three of which must be completed at pre-tertiary level in Year 12. To complete the TCE Certificate, students must have studied the equivalent of eight 150 hour courses over two years of study.

The IB Diploma Programme (DP) is a rigorous, academically challenging and balanced programme of education designed to prepare students for success at university and in life. The DP aims to encourage students to be knowledgeable, inquiring, caring and compassionate, and to develop intercultural understanding, open-mindedness and the attitudes necessary to respect and evaluate a range of viewpoints.

The aim of the DP, like all IB programmes, is to develop internationally minded people who, recognising their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. The DP provides the opportunity to develop both disciplinary and interdisciplinary knowledge that meets the rigorous standards set by institutions of higher learning around the world.

To ensure both the breadth and depth of knowledge and understanding, students must choose at least one subject from five groups: 1) their best language, 2) additional language(s), 3) humanities and social sciences, 4) experimental sciences, and 5) mathematics, and either an arts subject, or a second subject from the groups 1 to 5. Of these six subjects, three are taken at the higher level (HL) and three are taken at the standard level (SL). In addition, three core elements—the extended essay, theory of knowledge and creativity, action, service—are compulsory and central to the philosophy of the programme.

SENIOR STAFF, THE FRIENDS' SCHOOL

PRINCIPAL

Nelson File
BA (Johns Hopkins), MAT (Brown)

DEPUTY PRINCIPAL

Shaun O'Rourke
BSc(Hons), MEdPsych, DipEd, DipHR, EdD

DIRECTOR OF BUSINESS AFFAIRS

Shaun Sargent
BCom, FCA, FAICD, FTI, AFAIM, GIA(Cert), JP

DIRECTOR OF COMMUNITY ENGAGEMENT

Bill Avery
GradCertBus, MBus

DIRECTOR OF TEACHING AND LEARNING

Stephen Barratt
BBus, DipEd, MEdLeadership

HEAD OF CLEMES

Adam Chambers
BA(Hons), BTeach

HEADS OF HIGH SCHOOL

Joe Cairns
BA, DipEd

Paul Goodluck
BEd

Louise Giudici
BA(Hons), DipEd, GradCertCouns

Kim Rowlands
BA, DipEd

HEAD OF MORRIS

Mark Febey
BTeach, BA(Hons)

The School has developed a Privacy Policy in accordance with the National Privacy Principles, to explain how we manage personal information. You can access the policy on our website (www.friends.tas.edu.au) or by contacting the School's Privacy Officer on (03) 6210 2200.