

## Alta-1 Receptionist

As an independent, co-educational, CARE (Curriculum and Reengagement in Education) School, Alta-1 is a Christian organisation which works with students from years 7-12. We work with at risk young people providing them with wrap around support as they go on a journey of transformation to discover their unique sense of identity and purpose. We are fully committed to their **safety, wellbeing and welfare** at all times.

Recognising that our young people learn best when they feel **connected**, Alta-1 prides itself on being a place of belonging; fostering deliberate connection, safety and community relationship, all in the pursuit of individual self-discovery.

We're please you've chosen to be a part of our team and we look forward to **working, learning and growing with you in this role!**

### Playing to your strengths:

You enjoy being the welcoming face and voice of the organisation and creating positive first impressions, staying organised, and supporting a busy organisation. Your strengths being clear communication, attention to detail and multitasking will be seen as you:

- **Connect with People** – You'll be the first point of contact for visitors, callers, and email enquires, ensuring every interaction is professional and friendly.
- **Stay organised** – From managing bookings and records to handling mail and supplies, your ability to keep things running smoothly will make a real impact.
- **Support the team** – You'll provide essential administrative assistance, helping colleagues across the organisation deliver their best work.
- **Adapt and respond** – In a dynamic environment, your flexibility and problem-solving skills will help you handle varied tasks with confidence.

### You will know you're successful when:

You'll know you're making an impact when visitors feel welcomed and supported from the moment they arrive or call, and the office runs smoothly because of your organization and attention to detail. Success in this role looks like clear communication, accurate record-keeping, and a positive, professional atmosphere that reflects the values of the organization. When team members rely on you for timely assistance and you consistently deliver with confident and care, you'll know you're thriving.

### Here's what you're responsible for:

As a key member of the Corporate Services team and as the receptionist, you will play a key role in creating a welcoming and professional environment while keeping the office running smoothly. Your responsibilities include:

- **Being the first point of contact** – answering incoming calls, respond to emails, and greet visitors with warmth and professionalism.
- **Managing enquiries** – Direct phone calls and emails to the right team members and provide accurate information when needed.
- **Supporting administration** – Assist with general office duties such as filing, mail distribution and maintaining records.
- **Coordinating office needs** – Monitor and order stationery and supplies, maintain meeting room bookings and keep common areas tidy.
- **Handling documentation** – maintain accurate data in relevant systems.
- **Assisting the team** – Provide support for events and other administrative tasks as directed.

### Your opportunities to grow:

At Alta-1 we believe in cultivating a work environment that encourages personal and professional growth. We want to see our staff and students thrive through:

- Mandatory Professional development activities.
- Professional development activities arranged by self, according to interest and professional improvement, as negotiated.

