



Position Title	Front Office Administrator
Reports to:	SMT
Campus	Beth Rivkah Primary
Blurb	<p>The Front Office Administrator (FOA) is responsible for creating a warm, inviting, welcoming first image of the School whilst ensuring the smooth administration and functioning of the Primary School.</p> <p>The primary function of the FOA is to ensure the day-to-day needs of students, staff and parents are met whilst providing specialised and confidential secretarial and administrative support duties.</p>
Requirements	Front Office Management, Student Administration Management, Communication, First aid
Commencement Date	15 Nov 2021 TBC
Employment Status	Full time
For more information or to submit a cv please contact	Tanya.Munz@ybr.vic.edu.au
Detailed Role Description	Please click here
Applications Close	Once position is filled