



FORESTVILLE MONTESSORI SCHOOL

Receptionist

The Organisation

A not to be missed opportunity to make a difference to the lives of students, staff, parents and visitors every day. Why not start your new year by joining a team of talented staff at Forestville Montessori School, FMS. FMS is known for its world class standard of Montessori education for children between the ages of 18 months to 12 years. Nestled in the beautiful leafy environs of Forestville, northern Sydney, the school is unique.

The Role

As Receptionist, you will be the first point of call for everyone involved in our school. As the 'face' of the school you will be warm and welcoming, personable, helpful and genuinely interested in the lives of our families. The receptionist balances multiple tasks in an efficient manner whilst also assisting with various administrative tasks.

What will you need to succeed?

- An ability to represent the school in a professional and friendly manner
- Efficient and focused on high levels of productivity with excellent organisation skills and ability to prioritise workload
- Calm and confident with the ability to use discretion, patience, tact and respect for confidentiality
- Up to date IT skills
- High command of spoken and written communication skills
- An awareness and interest in Montessori education
- Knowledge and awareness of current customer service principles and practice

What's in it for you?

- An annual salary of \$58,884 plus 9.5% SA pro rata
- Training
- 35 working hours per week, Monday to Friday, School Term Time only with some extra hours during school holidays. Reception hours are 8.00am to 4.00pm Monday to Friday.
- 25% reduction in school fees for staff children
- A familial culture that places emphasis on respect

Next Steps

The position will commence on 18th January 2018 or earlier by negotiation.

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This position is open now. Apply by submitting your CV and letter addressing the selection criteria in the role description available by contacting:

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