John Wollaston
ANGLICAN COMMUNITY SCHOOL

Early Learning Centre Receptionist

About the Role:
John Wollaston Anglican Community School is seeking a friendly, customer-focused and highly organised Receptionist to be the welcoming face of our Early Learning Centre (ELC).

This full-time (1.0 FTE), ongoing position commences at the beginning of the 2027 school year and is worked across 38 weeks of the year during school terms.

Our ELC provides a nurturing and engaging environment for children in Pre-Kindergarten to Year 1. Guided by a play-based approach to learning, the ELC supports each child's academic, social, emotional and spiritual development while fostering a love of learning and strong partnerships with families.

Reporting to the Head of Primary and Business Manager, you will provide professional reception and administrative support to students, families and staff. The role includes managing enquiries, maintaining student attendance records, coordinating a range of administrative processes and supporting the day-to-day operations of the ELC.

Working Monday to Friday from 8:00am to 4:00pm, this position provides an excellent opportunity to contribute to a vibrant and supportive school community.

Key Responsibilities:

- Actively support the Mission, Vision and Ethos and Core Values of AngliSchools and John Wollaston Anglican Community School.
- Actively support and promote a strong child safe culture.
- Providing professional reception and customer service to students, families, staff and visitors.
- Managing telephone, email and front desk enquiries.
- Maintaining student attendance records and following up unexplained absences.
- Supporting student health and wellbeing administration, including sick bay and medication records.
- Managing stationery and office resources.
- Assisting with school events, assemblies and community activities.
- Providing general administrative support to the ELC team.

About You:
To be successful in this role, you will have:

- Exceptional customer service skills with the ability to build positive relationships with families, students and staff.
- Advanced Microsoft Office skills and the ability to quickly learn new systems and technologies.

- Strong organisational and time management skills with the ability to manage competing priorities.
- Excellent verbal and written communication skills.
- Well-developed interpersonal skills and the ability to work collaboratively within a team.
- A high level of professionalism, discretion and confidentiality.
- Strong attention to detail and the ability to effectively manage multiple tasks.
- Hold a current Working with Children Check or be willing to obtain prior to commencement.
- Hold a current Nationally Coordinated Criminal History Check (NCCHC) dated within three months of commencement or be willing to obtain.
- Hold current First Aid and Anaphylaxis certificates or be willing to obtain.
- Hold valid Australian work rights.

About Us:
JWACS is member of the AngliSchools network, a collective of schools committed to delivering high quality, values-based education.

We are a co-educational Pre-Kindergarten to Year 12-day school, nestled in the picturesque foothills of the Darling Range in Perth's south-east. Proudly Anglican, the School fosters excellence and care within an inclusive environment underpinned by Christian values.

JWACS is among a small number of independent schools in Western Australia that is authorised to teach the International Baccalaureate (IB) PYP. While children still address the mandated State Curriculum, the PYP encourages students to step beyond the confines of traditional learning in each subject area and structures frameworks around six main themes.

At the heart of JWACS is a strong, supportive community. Our students are respectful and engaged, and the school is known for its culture of connection, aspiration and achievement.

Why Join Us?

- We foster an inclusive and diverse culture where every staff member is respected, included and recognised for the unique role they play in our shared success.
- We work as a team where collaboration is at the heart of what we do.
- We value our staff and actively support their ability to balance professional responsibilities with personal wellbeing.
- We are invested in the development of our staff, actively supporting professional learning and career progression.
- We offer a competitive remuneration.
- We offer generous fee discounts for staff with children enrolled across the AngliSchools network.

Application Instructions:

Applications must be submitted via SEEK. Please click here to be directed to the SEEK advertisement where you can apply. Applications must include:

- A cover letter (maximum one page) introducing yourself, outlining your interest in the ELC Receptionist position, and sharing what you would bring to the role.
- A current resume including the contact details for three referees.

Applications close at 9:00am on Monday 30 November. For enquiries, please contact the Manager of Human Resources on 9495 8100.

JWACS may commence interviews and make an appointment before the closing date. Early applications are encouraged.