



Position Description

Position Title	Administrative Support/Receptionist
Commencing	June 1st 2026
Type of Employment	Full-time, Monday to Friday
Hours of Duty	8.00 am to 4.00 pm Monday to Friday
Probation	A probation period of 6 months will apply
Reports to	School Principal

About West Coast Steiner School

West Coast Steiner School provides an oasis of peace and beauty within a vibrant, multicultural neighbourhood just fifteen minutes from Perth's beautiful coastline and CBD. Our community of staff are dedicated to delivering a meaningful education to all our students from Playgroup to Class 6. We have an established College of Teachers, playgroup, early childhood and primary faculties, specialist teachers, skilled education assistants and learning support, a strong management and administration team, nature-based playgrounds beautifully sustained by our hardworking grounds and maintenance personnel and an amazing community association. West Coast Steiner School is proud to be a Child Safe Organisation.

The Position

West Coast Steiner School is seeking an enthusiastic, appropriately experienced, detail-oriented individual to join our school community as part of the administration team. The role of Administrative Assistant/Receptionist is to provide support to ensure the smooth day-to-day running of the school. This support includes providing high-quality, confidential and friendly service to staff, students, parents and visitors. The role includes, but is not limited to, support for processes such as student enrolment and attendance, the organisation of school events and functions, and general administrative tasks and records management. As the Receptionist, you are the first point of contact for many School enquiries, a position that is vital to positively promoting West Coast Steiner in the community. The role requires a high level of professionalism, excellent interpersonal and customer service skills, and the ability to multi-task.

About the Candidate

The ideal candidate will:

- Possess excellent interpersonal, oral and written communication skills that enable effective communication with students, parents, teachers and members of the public
- Be able to maintain the highest degree of confidentiality, diplomacy and tactfulness, and always engage positively within and beyond the school community
- Be experienced in the provision of high-level executive and administrative support - a strong working knowledge and understanding of a school environment is highly desirable but not essential
- Be able to adapt to the quickly changing requirements of day-to-day office activity
- Possess well-developed time management skills and be able to work autonomously and prioritise work to meet deadlines

- Be meticulous in customer service, record-keeping and organisation processes
- Have a satisfactory level of health and fitness to competently undertake the requirements of the job
- Hold or be prepared to obtain a First Aid HLTAID012 Provide First Aid in an Education and Care Setting certificate
- Understand the philosophy of Steiner Education, or be willing to learn, to assist with general parent enquiries.

Essential Criteria to be addressed:

- Proven ability to multitask and remain calm during peak or challenging times
- Ability to deal with sensitive situations diplomatically and tactfully whilst maintaining a high degree of privacy and confidentiality
- Exceptional personal standards of honesty, integrity and professionalism
- An in-depth understanding of administrative support skills, including high-level word processing, database and spreadsheet skills, electronic media, email, the Internet and the ability to adapt quickly to new programs as required
- Proficient in the use of Microsoft Office Word, Excel, PowerPoint, Outlook and cloud-based software such as Office 365
- Excellent organisational skills, including electronic and paper-based file management
- Attention to detail and active listening skills are important
- Enjoyment of working with people and a demonstrated ability to work as part of a team.

Selection Process

Please visit our website www.wcss.wa.edu.au to view the Position Description.

Your application should consist of:

- 2-page cover letter addressing the essential criteria and the names and contact details of 3 referees
- curriculum vitae
- copies of current Working with Children check, National Police check and relevant qualifications

All applications are to be uploaded via SEEK or emailed to education@wcss.wa.edu.au and should be addressed to the principal. Closing date for all applications is 4 pm, 25th May, 2026. A suitably qualified applicant may be employed before the closing date, so early submission of applications is encouraged.

Please note, West Coast Steiner School is a child-safe organisation, and all statutory checks and references are required before confirmation of employment. Applicants must be permanent Australian residents.

The Package

- A competitive salary is offered that is reflective of the candidate's qualifications and experience, along with 6 weeks' holiday per year. These are to be taken during school term holidays. You will be employed under the Educational Services (Schools) General Staff Award although we pay above these award rates.