



**TRINITY  
GRAMMAR  
SCHOOL, KEW**



# Receptionist

## About Trinity Grammar School, Kew

One of Australia's leading independent schools for boys, Trinity Grammar School, Kew is renowned for its innovation in pedagogy, exceptional teaching and facilities. We offer a broad cocurricular program and are committed to the highest levels of student wellbeing so that each boy develops to his full potential.

## The Position

We are seeking an energised and motivated Receptionist who always delivers the highest level of customer service and maintains effective relationships with stakeholders. To be successful in this role, you will demonstrate strong attention to detail, a calm approach to undertaking your duties and excellent data entry abilities.

Reporting to the Business Manager, our Receptionist is responsible for presenting a positive first impression of Trinity Grammar School to callers and visitors, specifically coordinating front-desk activities and providing administrative support.

All employees of Trinity Grammar School, Kew must hold a current Working with Children's Check.

## How to Apply

Click the **'Apply for this Job'** on our website to apply directly through SEEK.com  
Please attach a copy of your cover letter and CV.

Please send any enquiries to [employment@trinity.vic.edu.au](mailto:employment@trinity.vic.edu.au)

**Applications Close:** Friday 15 March 2019



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