**Position Description**

**Job Title: Receptionist**

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| **Reports to:** | **Office Manager** |
| **Functional Relationships:** | * *Principal* * *Deputy Principal* * *Assistant Principal* * *Office Manager and Finance Manager* * *Teaching and Non-Teaching Staff* * *Parents and Whānau* * *Community and Stakeholders* |
| **Location:** | Northland College, 62 Mangakahia Road, Kaikohe |
| **Collective Agreement:** | Employment will be under the terms of the Support Staff in Schools’ Collective Agreement |
| **Length of Position:** | Fixed Term Full Time position |
| **Hours of Work:** | 8.00am - 4.00pm with a 30-minute lunch break |
| **Key Tasks:** | · Ensure that a positive welcome is displayed to every visitor to the school.  · Students, staff and visitors arriving and leaving during the day are signed in and out of the school, passes issued if required.  · Manage the phones in a positive manner, taking messages and forwarding callers to the appropriate person.  · Ensure the main phone message is kept up to date and relevant – during holiday breaks etc.  · Student Enrolments – ensure all correct documents are received, enrolments are loaded into KAMAR correctly, and student information is filed appropriately.  · Pre-Enrolments – manage flow of requests and information, prepare requests for information from schools, collate and summarise enrolment information for Principal prior to interviews being conducted. Ensuring the Pre-Enrolment spreadsheet is kept up to date and current.  · Ensure appropriate stocks of enrolment packs are on hand at all times. Provide new and prospective parents with all necessary forms and information booklets.  · Maintain the School Key Register.  · Facilitate bookings for and on behalf of teachers/staff/whānau at PST meetings twice per year.  · Maintain Student records via KAMAR Student Management System |
| **General Office Duties:** | · General word processing, letters, reports and returns as required by the ELT  · Contact Parents/Caregivers for and on behalf of staff and students.  · Organise and deal with courier deliveries and pick-ups. Order and track courier pickups. Notify staff of courier deliveries and ensure parcels are removed from reception on the same day.  · Cash handling and receipting, including Eftpos transactions. Weekly reconciliation of banking to Finance Manager.  · Van bookings managed.  · Update Staff Telephone Directory.  · Establish and maintain efficient filing systems.  · Carrying out photocopying, laminating and binding services as required  · Manage photocopier supplies, paper and maintenance.  · Update and restock reception promotional material, newsletters etc. TV operational while the office is open.  · Ensure kitchen supplies are stocked and replace as necessary. Order supplies in bulk as necessary.  · Ensure supplies of Leave & PD Forms, Daily Reports and Awards are available at all times for staff. Ensure these documents are kept relevant as changes are made.  · Water plants (in reception area, principal’s office and staff room) twice weekly and ensure they look presentable.  · Cover reception in Te Punawai as and when is necessary.  · Attendance texts are sent daily at the same time. Respond to teacher requests to update attendance for EOTC etc.  · Attend meetings, training and professional development as and when required. |

**In return we can offer:**

• The opportunity and support to develop yourself professionally.

• Commitment to high quality professional development including financial support for courses and conferences.

• An exciting and busy place of work.

• A supportive community and Board of Trustees.

• The chance to work alongside a group of passionate, vibrant staff who are learner focused.

• The chance to work in a progressive school, which is undertaking a wonderful learning journey.

• A strong leadership team committed to developing a dynamic administration team.

**Specific Attributes:**

* To be a team player and willing to work towards the goals outlined in the school’s charter and add value to our hard-working team.
* Have an understanding of the Education System and the vital role our school plays within the local community.
* Most of all, a sense of fun and a willingness to get involved within the life of the school and be a flexible team player who is happy to work around the changes we are undertaking.

**Please Note:**

This Position Description would be the basis for the starting point of the position. The final Job

Description will be negotiated with the successful applicant and take into account their areas of

strength and skills they bring to the team.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_