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**Reception/Administration and Data Support**

| **Job Title:** | Reception/Administration Data Support |
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| **Responsible to:** | Admin Team Supervisor and Executive Officer |
| **Functional Responsibility:** | To provide efficient administrative and secretarial support to the Senior Management Team. Manage the student database |
| **Purpose of the Position:** | To provide high-level administrative support through the provision of secretarial, scheduling and promotional services to the School Leader, Board of Trustees and Senior Leadership Team. |

**Professional Responsibility:**

| **Key Areas** | **Key Responsibilities** |
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| **Students and Visitors** | * Projecting a positive and professional image for Rolleston College including visitors, staff members, and contact with all students is on a professional basis with the physical and emotional safety of the students being of paramount importance. * Privacy and confidentiality is maintained at all times. |
| **Reception duties** | * Provide reception services and answer all incoming telephone calls. * Make all outgoing toll calls for staff with restricted phones. * Ensure the working environment is well tidy, organised, systematic, maintained and that all papers are appropriately stored. * Oversee the delivery of inwards and outward mail including the recording and distribution of inwards/outwards couriers/parcels. * Clean and tidy reception kitchenette area. * Management of visitors log and associated use of school. * Manage and maintain school vehicle keys and register. |
| **Administration Support** | * Provide administrative and secretarial support to teaching staff. (Inclusive but not exclusive to including stationary requests, photocopying, distribution of mail, faxes, inwards goods, printing labels, collating and franking envelopes) * Assist with the enrolment process including compiling and maintaining enrolment registers, liaise with parents, if required. * Iimmigration expiry details reported on and actioning ENROL requests as required. * Create physical files for new students using Codafile system * Update student details on the student management system as required. |
| **Secretarial Services** | * Communication to and from key stakeholders are timely and accurate and is efficiently managed. * Assigned documents and meeting reports are well researched, timely and accurately and efficiently managed and distributed. |
| **Scheduling Services** | * Assigned scheduling tasks are timely and are accurately, efficiently and collaboratively completed. (Inclusive and not exclusive to van bookings, facility hireage, theatre set up and support) * Coordinate facility requirements on behalf of teaching staff and coordinate relevant activities with PFM. |
| **Promotional Services** | * Assigned school communications and promotional documents, reports and associated media are timely and accurate and are communicated efficiently to respective stakeholders. |
| **Database Maintenance** | * Manage the school database with specific reference to Enrolment Processing (Inclusive and not exclusive to Contact Information, Attendance, Visa and NZQA data) |
| **Health and Safety** | * Ensure the prompt and accurate reporting and recording of all workplace incidents and injuries. * Health and Safety Advocate, notifying and mitigating hazards when and as required e.g. emergency exits clear. * Maintain Health and Safety Reporting. * Secretarial support for the Health and Safety Committee when required. |
| **First Aid** | * Coordinate and administer First Aid when and as required. * Coordinate Emergency services when and as required. * Ensure First Aid supplies are regularly audited and restocked. * Maintain a sanitary and tidy First Aid / Nurses Station. Items regularly cleaned and wiped down (Bedding, Bed and Bench) |
| **General** | * Rotating administration portfolios including and not limited to  1. Attendance Portfolio and Whanau Support 2. Transition / Careers Portfolio 3. NCEA Administration Portfolio 4. Facility Coordination Portfolio 5. International Learner Portfolio 6. Enrolment Portfolio 7. Finance  * Any other duties as designated by the Principal or person acting in this capacity |

**Desirable Skills and Attributes:**

* Computer literate; Microsoft programmes such as Word, PowerPoint, Excel, internet, gdocs, email
* Web page
* Ability to learn quickly
* Initiative
* Innovative
* Positive attitude and outlook
* Discreet and able to maintain confidentiality at all times

**Confidentiality:** Retain strict confidentiality on matters which are discussed or documented which relate to school staff or students.

**Collegiality**: Maintains positive and effective working relationships with front office staff, exec members and other support staff, teachers, student community, and provides help when needed.

**Contribution:** Contribute positively to the life of the school by dressing appropriately, supporting where and when relevant to the school activities.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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