



Reception/Administration and Data Support

Job Title:	Reception/Administration Data Support
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
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. - Immigration expiry details reported on and actioning ENROL requests as required. - Create physical files for new students using Codafire system - Update student details on the student management system as required.
Secretarial Services	- Communication to and from key stakeholders are timely and accurate and are 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 - Attendance Portfolio and Whanau Support - Transition / Careers Portfolio - NCEA Administration Portfolio - Facility Coordination Portfolio - International Learner Portfolio - Enrolment Portfolio - 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: _____