

Receptionist

Job Description



Position: Receptionist

Responsible to: Operations Manager

Tenure: 37.5 hours per week, Permanent, 42 weeks (TTO plus two weeks by negotiation)

Hours of work: 7.30am to 3.30pm Monday to Friday

Remuneration & Conditions: Support Staff in Schools Collective Agreement (SSSCA),
Administrative Grade 3

Primary Objective: To provide outstanding service to our school community, students, families, and staff

Our Vision: That young women at Avonside Girls' High School are challenged to achieve personal excellence in a progressive and supportive learning environment.

As a school we are committed to embedding the principles of Te Tiriti o Waitangi. The expectation is that all staff develop confidence and competence in Te Ao Māori and Te Reo Māori.

Our Mission: To educate and empower young women to succeed now and in the future.

Our Values:

- Respect
- Integrity
- Self-Discipline
- Contribution

Key Tasks:

Reception	<ul style="list-style-type: none">• To receive all visitors to the Kura in a friendly and professional manner• Answer incoming phone calls and direct as appropriate• Advise staff when there are parcels to be collected from reception• Work with the Shirley Boys' High School receptionist• Allocation and management of lift passes to students and visitors, ensuring they are returned each day• Manage outgoing mail and courier items, including the management and ordering of the pre-paid tickets
Event Management & Bookings	<ul style="list-style-type: none">• Be the gateway for schoolwide events bookings with the facilities management group (Spotless)• Assist in arranging and setting up events as requested• Arrange catering as requested
Health & Safety	<ul style="list-style-type: none">• Liaise with the Operations Manager regarding H&S issues and monitor the H&S database• Ensure that all hand sanitisation stations are full and clean• Respond to requests for PPE from staff (hand sanitiser, face masks etc)• Order PPE (hand sanitiser, face masks etc)• Area warden in evacuations (Reception & Theatres)
School van	<ul style="list-style-type: none">• coordinate the calendar for van bookings• Schedule all maintenance and cleaning

	<ul style="list-style-type: none"> • Provide the Finance Office with a monthly spreadsheet of the van use for departmental charges by the 5th of the following month • Alert the Operations Manager if there are any issues with the van, security, maintenance, cleanliness etc
Academic Regalia coordinator (Prizegiving)	<ul style="list-style-type: none"> • Coordinate the gown and hood requirements for every teacher on staff • Liaise with SBHS regalia coordinator about ordering and sharing of regalia where appropriate • Set up the regalia for staff to collect • Ensure that the regalia for SLT is delivered to them • Coordinate either the collection or the return of the regalia in conjunction with SBHS
Assembly & Prizegiving Support	<ul style="list-style-type: none"> • Provide support to the DP responsible for assemblies, prizegiving and Graduation • Organise and print all certificates for these events
Taxi co-ordination	<ul style="list-style-type: none"> • Manage and administer all voucher/charge back taxi bookings • Reconcile the taxi invoice for departments charges each month
Staff Pigeonholes	<ul style="list-style-type: none"> • Label staff pigeonholes at the start of the year and as required • Deliver mail to the staff pigeonholes daily
SLT Support	<ul style="list-style-type: none"> • Provide administration support to the Senior Leadership Team
Enrichment centre support	<ul style="list-style-type: none"> • Provide administrative support to the SENCO and the Enrichment centre
Hauora centre support	<ul style="list-style-type: none"> • Provide administrative support to the Hauora centre
Relationship Management	<ul style="list-style-type: none"> • Act as a liaison between the administration area of the school and various internal and external parties (eg: school personnel, parents, students, community, other organisations), to provide excellent service and represent the school in a friendly and professional manner • Value the contribution all staff make to the efficient operation of the school • Always maintain confidentiality
Professional Development	<ul style="list-style-type: none"> • Seek out appropriate and relevant professional development to benefit the operation of the school and to grow personal strengths and enhance wellbeing • Attend PD offered on competency in Te Ao Māori and Te Reo Māori

The role of support staff in schools is varied and sometimes challenging, we require our people to be adaptable and flexible. The tasks listed above are the focus areas we have identified related to this role, from time to time you may be asked to complete other tasks to ensure the smooth running of our school.

This Job Description will be reviewed each year to ensure the tasks listed are kept as up to date as possible.

Administrator: _____

Operations Manager: _____

Amanda Wiles

Principal: _____

Catherine Law

Date: _____