



Job Description

Administrator Receptionist Waikanae School

Position Title: Administrator Receptionist

Responsible: The Principal and Business Manager

Hours of Work: 8.00 am to 4.00 pm 40 hours per week (Term Time Only) Permanent

KEY RESPONSIBILITIES

Key Responsibilities

<ul style="list-style-type: none"> To work closely/collaboratively with <u>and follow the lead</u> of the Business Manager and the school's senior leadership team.
<ul style="list-style-type: none"> First point of contact. Reception-meeting and greeting visitors, children, whanau and staff. The 'face' of the school.
<ul style="list-style-type: none"> Meet and greet relieving teachers, provide them with school & class information and identification/registration details. Use of Staffsync App for employment of day-to-day relief teachers.
<ul style="list-style-type: none"> Record and follow up student absences using HERO/ENROL student database/telephone. Liaise with MOE as required.
<ul style="list-style-type: none"> Assist the Business Manager in processing student enrolments/departures via ENROL and HERO. Liaise with Principal, AP, relevant staff and pre-schools on class placements and enrolments.
<ul style="list-style-type: none"> Fulfil all duties as specified in the School International Student Programme, e.g. Homestays etc. See International Student Programme files for delegations.
<ul style="list-style-type: none"> Coordination of all school bus transport. Liaison with MoE transport personnel and bus contractors. This includes the four daily bus routes and any buses needed for trips.

<ul style="list-style-type: none"> • Organise and supervise the student road patrols on our Winara and Seddon Street crossings. Liaise with NZ Police. Create student and parent volunteer rosters.
<ul style="list-style-type: none"> • Oversight of school's emergency response in conjunction with Deputy Principal. Maintain and update the civil defence register and classroom emergency kits etc.
<ul style="list-style-type: none"> • Management of all security systems, fire systems, cameras, codes, etc. Liaison with Security and Tech companies.
<ul style="list-style-type: none"> • Be the primary First Aider. Administer first aid to children. Keep medical files for students current (HERO). Contact parents as required. Liaise with doctors and emergency services when needed.
<ul style="list-style-type: none"> • Receive incoming cash daily/record cash totals in Excel/XERO/HERO and bank weekly ensuring accurate reconciliation between all applications, accounts & codes etc.
<ul style="list-style-type: none"> • Send out requests for school donations, activity fees, and invoices to all client schools and businesses using appropriate applications.
<ul style="list-style-type: none"> • Maintain SMS records (HERO), including but not exclusive to, <ul style="list-style-type: none"> ○ Parent/caregiver contact details. ○ Student medical file reports. ○ Student behaviour or wellbeing files and reports.
<ul style="list-style-type: none"> • Supervise fundraising activities as required, including but not exclusive to, <ul style="list-style-type: none"> ○ School Photos ○ Calendar Art ○ Gala ○ Student lead product sales
<ul style="list-style-type: none"> • Oversee student stationery lists. Purchase and distribution to students or classes as needed
<ul style="list-style-type: none"> • Day to day administration as required, such as <ul style="list-style-type: none"> ○ Book club. ○ School hats. ○ School Photos ○ Immunisation registers of staff. ○ Teacher registration details. ○ Flu jabs
<ul style="list-style-type: none"> • The organisation of morning tea for staff and laundry for staffroom tea towels. Coordination of breakfast club and lunches for students when needed
<ul style="list-style-type: none"> • Ensuring Waikanae schools '<i>print solution</i>' works for all staff and pupils. Liaison with photocopier and tech companies.
<ul style="list-style-type: none"> • Complete successfully any other task (an absolute myriad of possibilities) as directed by senior school leadership

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| <ul style="list-style-type: none"> • Be prepared for anything. This role is not a typical admin/receptionist role! |
| <ul style="list-style-type: none"> • To enjoy the wide variety of challenges that this role will throw at you while maintaining your <i>'emotional balance and good humour'</i> while being under pressure. |

PERSONNEL CRITERIA

- Have a high degree of 'computer literacy and have the capacity to work effectively and efficiently with a wide range of applications, online tools and software. This includes the following but is not exclusive to,
 - HERO
 - XERO
 - Mathletics
 - SEESAW
 - Microsoft Suite
 - Google Suite
 - Staffsync
- Will ideally have some First Aide qualification and be willing to act as the first point of contact/provide care for all sick or injured students.
- Must be able to 'see the gaps' and willing and able to step into them. Be enthusiastic, innovative, and dynamic.
- Demonstrate cultural sensitivity, responsiveness and understanding of students' cultural diversity and be committed to working in a multicultural and inclusive community.
- Develop and maintain excellent professional relationships with pupils, whanau, and staff – and develop warm and friendly professional relationships with all students and families.
- Be open, honest, and approachable. Be a highly effective communicator who is calm under pressure.
- Must be discreet and *'maintain a confidence'* with a lot of confidential information.
- Be an approachable team player who displays initiative, is flexible in outlook, resilient, resourceful and with a sense of humour.
- Value the importance of our community and be active and involved in all aspects of school.