

Receptionist – Join the Glen Eden Intermediate School Team

Glen Eden Intermediate School, located in Auckland, New Zealand, is seeking a **highly motivated and skilled Receptionist** to join our fun administrative team. If you share a passion for working with children and adults, and possess outstanding organisational skills, we encourage you to apply.

The Position and Key Responsibilities

This is a **permanent position, during term time only**, working **37.5 hours per week**, Monday to Friday, from **8:00 am to 4:00 pm**.

As the friendly, welcoming face of our school, your role will be central to our day-to-day operations. Key responsibilities include:

- **Frontline Engagement:** Courteously receiving and assisting visitors and managing all community interaction at the Reception desk.
- **Communication Hub:** Answering, screening, and transferring phone calls and emails, alongside general administration support.
- **Enrolment Support:** Assisting with the enrolment process for new and transitioning students, including data entry.
- **Student Management System:** Entering student data and attendance.

The conditions of employment are in accordance with the **Support Staff in Schools Collective Agreement** (Grade 4), with the specific step and hourly rate determined by your experience.

What We're Looking For

The ideal candidate will be someone with a strong **can-do attitude**, displaying exceptional **self-motivation, initiative, and attention to detail** in a large, busy, and fast-paced school environment.

You must demonstrate:

- Strong Communication and Interpersonal Skills (both verbal and written).
- Excellent Computer Skills.
- The ability to work effectively both independently and collaboratively as part of a team.
- A sense of humour.
- Strong planning and organisational skills.
- A commitment to being a learner and tackling new challenges.

Experience with the Hero Student Management System is a significant advantage, but not essential.

How to Apply

You must be eligible to work in New Zealand to apply. Appointment is subject to a satisfactory **police vet**.

The commencement date is the start of the 2026 school year.

Applications close on **Wednesday, 5th November 2025, by 3 pm**.

Please download an application form from the school website <https://geis.school.nz/about/employment-opportunities/> and send a Cover letter, CV and application form to: judeh@geis.school.nz



APPLICATION FOR APPOINTMENT RECEPTIONIST

TO: APPOINTMENTS COMMITTEE

POSITION APPLIED FOR: Receptionist

Application Form to be emailed with your Cover Letter and CV.

PERSONAL DETAILS

Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile:	_____
	_____	Business:	_____
Citizenship:	_____		
Email:	_____		

PRESENT EMPLOYER

Name:	_____	Work Phone:	_____
Address:	_____	Other Phone:	_____
Relationship:	_____	Mobile:	_____
Position held:	_____	Date Commenced:	_____

REFEREES

Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile Phone:	_____
Email:	_____		
Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile Phone:	_____
Email:	_____		
Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile Phone:	_____
Email:	_____		

TERITARY EDUCATION QUALIFICATIONS

Institution Attended	Year	Qualifications Attained	Date Awarded

PREVIOUS EMPLOYMENT

Position	Company	Date From	Date To

STUDENT SAFETY

Have you ever been the subject of a complaint about the safety of a student?

☐

Yes

☐

No

If yes, please give dates and details:

OFFENCES AGAINST THE LAW

Do you give permission for your police record to be checked?

☐

Yes

☐

No

Have you been convicted of an offence against the law (excluding minor traffic convictions)?

☐

Yes

☐

No

If yes, please give dates and details:

Do you have any pending charges of an offence against the law?

☐

Yes

☐

No

If yes, please give dates and details:

OTHER

Do you have a current New Zealand driver's licence?

☐

Yes

☐

No

Have you changed your name by deed poll/statutory declaration?

☐

Yes

☐

No

Other names known by: _____

Have you had any injury or medical condition that the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the job description attached?

☐

Yes

☐

No

If yes, please give details below:

PRIVACY ACT 1993 (TO BE SIGNED BY THE APPLICANT)

This Application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives, who may at any time have access to this information.

Furthermore, consent is given for members of the Glen Eden Intermediate Appointments Committee or its advisor to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the administration position at this school.

APPLICANT’S SIGNATURE: _____ DATE: _____