



# Glen Eden Intermediate School

## ***Receptionist - Job Description*** ***Grade 4/Step 9-13***

**Hours:**

37.5 hours per week (8am – 4pm)  
Mon – Fri, Term time only

**Directly Responsible to:**

Principal, Deputy Principals, Finance Manager, Teaching Staff, Public

**Relating to:**

*Internal:* Principal, Staff Members, Students, Public

*External:* Parents, Bus Company, General Public

**Purpose:**

To provide an efficient, pleasant and courteous reception to all callers to the school and to give accurate information when required.

To provide efficient, accurate word processing services on request

| Objective                                                                                                                                       | Key tasks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b><u>Objective One:</u></b><br><b>Reception</b><br><b>Duties/Telephone:</b><br>All visitors to the school are courteously received and handled | <ul style="list-style-type: none"><li>• Carry out reception duties – phone, greeting the public, etc., in a friendly and welcoming manner.</li><li>• Clear email and phone messages daily and ensure they are passed to the appropriate person.</li><li>• Keeping the reception area tidy and welcoming.</li><li>• Desktop publishing as requested by the Principal, Deputy Principals, and teachers.</li><li>• Ordering buses for class trips and camps.</li><li>• Ensuring courier parcels are received and distributed, and mail distribution is properly organised.</li><li>• Ensuring that each day the student receptionist is in the office for his/her duties.</li><li>• Placing messages/requests over the loudspeaker as and when required</li></ul> |
| <b><u>Objective Two:</u></b><br>Manage the SMS                                                                                                  | <ul style="list-style-type: none"><li>• Entering all new enrolments into Hero.</li><li>• Continual updating of Hero.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|                                              | <ul style="list-style-type: none"> <li>● Printing MOE 1<sup>st</sup> March and 1<sup>st</sup> July Returns – checking the same.</li> <li>● Update and maintain ENROL.</li> <li>● Support the transition from primary schools and high schools</li> </ul>                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>Objective Two:</u></b><br>Other duties | <ul style="list-style-type: none"> <li>● First back-up to the Financial Assistant with the receipting of payments.</li> <li>● First back up to the Principal's Secretary for secretarial duties.</li> <li>● Help with any job-related duties as required by the Principal or Finance Manager.</li> <li>● Admin tasks as required.</li> <li>● Utilise a variety of communication tools to keep parents, caregivers &amp; staff informed.</li> <li>● Manage absences morning and afternoon, send text messages to whānau and update student attendance.</li> <li>● Managing enrolments and transitioning students on ENROL.</li> </ul> |

Signed: \_\_\_\_\_ (Employee)                      \_\_\_\_\_ (Date)

Signed: \_\_\_\_\_ (Principal)                      \_\_\_\_\_ (Date)