



Role Description: Part-time Office Receptionist / School Secretary

Position Title	Part-time Office Receptionist / School Secretary
Responsible To	Business Manager
Responsible For	-
Functional Relationships with:	Principal, Senior Leadership Team, All Staff All school staff, parent community and external stakeholders.
Hours/ Days Employed:	6.5 hours worked as required on a Friday 08:30 am to 3:30 pm with 30 minutes for lunch
Functional Delegations (Limits to Authority):	-
Terms and Conditions:	The conditions of employment (including remuneration) are as stated in the Support Staff in Schools Collective Agreement (SSSCA) dependent on experience

Key Performance Areas	Expected Outcomes and Performance Indicators
<p>Office Receptionist / School Secretary</p> <p><i>To provide support to the Deputy Principals as required</i></p>	<p>Smooth running of the main reception</p> <ul style="list-style-type: none"> Meeting the General Public/School Community linking them with the appropriate person they need. Make sure courier parcels are cleared away from the main foyer Ongoing Cleaning of ipad and installing new roll into the label machine as needed Order labels for label print machine (See BKR to order these for you) <p>Operation of main telephone console</p> <ul style="list-style-type: none"> Answerphone messages distributed to appropriate staff member Switch phones to day/night mode at start and end of the day <p>Administration assistance for all staff</p> <ul style="list-style-type: none"> Distributing inquiries to appropriate staff member Appointments made for parents/caregivers/public to see staff Distribute Staff Daily Attendance sheets each day Calendar events "Looking Ahead" emailed to all staff weekly (on a Friday) <p>KAMAR</p> <ul style="list-style-type: none"> Incoming absences entered on KAMAR Incoming messages for students from parent/caregivers EOTC Data entered in KAMAR Update student information, as requested Send letters and information to parents for staff Print permanent passes for students that apply e.g. permanent lunch passes/Vehicle passes



Office Receptionist / School Secretary

*To provide support to the
Deputy Principals as
required*

Deputy Principal Administration

- Make appointments for enrolments etc Junior school ONL and Senior School BRD
- Edit/email/post letters out as requested
- Each Thursday make 4 copies of "Looking Ahead" for SLT meeting at 12.00

Reports

- Email out of Reports
- Help with Proof reading as required
- Upload Reports to the Web
- Make sure the SCG that have requested a copy have one emailed or posted out
- Mail out a copy of report to those parents that do not have an email address

Stationery

- Make list of stationery required for main admin area (BKR will order)
- Order photocopy paper as it is required – A3, A4, Coloured paper/card A3 & A4 (BKR will do this for you)
- Laminating and binding as required
- Make order up for postage stamps (BKR will order these from Stamp Agency)
- Order courier prepaid envelopes/tickets online

ID/Class/Sporting School Photos

- Co-ordinate with photolife the dates that these events take place. ID/Class usually at the beginning of the year and Sporting usually around August - Term 3. Photolife will send you an email with the dates at the end of the year for the following year.
- Draw up the timetable for the ID/Class photos – The Sports co-ordinator does the timetable for the Sporting Team Photos

School Badges

- EARS Badges sourced from Davy Engravers in Hamilton contact Steve (steve@davyengravers.co.nz)
- Staff/Student Council Badges sourced from Express Badges contact name Garry (garry@expressbadges.co.nz)

Murphy Buses

- Liase with Murphy Buses regarding early finish to accommodate half days i.e. oral reporting etc. Usually ask permission for Tairua/Pauanui and Thames Coast Buses to leave early the others cannot leave early because of the Primary School Runs
- Email a list of Teacher Only Days for their information as soon as you have confirmation (early in Term 1)

Senior and Junior Prizegiving

- Co-ordinate/distribute engraving cleaning maintenance and replacement of prizegiving cups/trophies
 - Liase with Kevin Bloxham Engraver – 07 8896802
 - Collect cups back in from students that were awarded them at Prizegivings around Term 2 it will take a long time to get all these cups back
 - Make up the Prizegiving list as required to do (Junior)
- NB: Sporting Prizegiving is done by the Sports Co-ordinator*



<p>Office Receptionist / School Secretary</p> <p><i>To provide support to the Deputy Principals as required</i></p>	<p>ID/Class/Sporting School Photos</p> <ul style="list-style-type: none"> • Co-ordinate with photolife the dates that these events take place. ID/Class usually at the beginning of the year and Sporting usually around August - Term 3. Photolife will send you an email with the dates at the end of the year for the following year. • Draw up the timetable for the ID/Class photos – The Sports co-ordinator does the timetable for the Sporting Team Photos <p>School Interviews</p> <ul style="list-style-type: none"> • Book interviews for parents through Schools Interviews, when required for Oral reporting • Send out letters through KAMAR to parents involved for the event that is coming up. This will be in my list of letter. Search in previous years for a letter if not in current year. <p>Staff Pigeonholes</p> <ul style="list-style-type: none"> • Update staff pigeonholes, as required (all staff at the beginning of the year to include new staff members and add any new staff throughout the year) <p>Daily Administration Tasks</p> <ul style="list-style-type: none"> • Enter Daily Notices as requested by Staff/Parents • Print Daily Notices each morning • Print out Daily Attendance Sheets for each staff and pop them in pigeonholes at the end of the day. • Update student information as required • Photocopying (Liaise with Ricoh for photocopy supplies (staples etc) or maintenance of machines – list of photocopiers serial numbers etc is on the side of my printer • Have a supply of enrolment packs as required • Get messages/Lunch to students as required
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<p>General</p> <p><i>Expectations of all staff</i></p>	<ul style="list-style-type: none"> • High standards of professional behaviour are displayed at all times when representing Thames High School • Positive professional relationships are maintained with all staff members at the School. • The goals and policies of Thames High School are followed and well supported • Confidentiality is respected and maintained at all times • Other duties as requested by the Principal and Business Manager are undertaken
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