



TE MATAURU PRIMARY

Receptionist Application Pack

Position: Receptionist
Hours of Work: 8:30am - 12:30pm Monday - Thursday Term Time Only, plus other hours as required (40 weeks annually)

Job Purpose

The primary purpose of this position is to provide high quality front line support to meet the ever changing needs of the staff, children and parents/whanau at Te Matauru Primary. You will be required to build and maintain strong effective inter-relationships with our entire community and all external school visitors. It is essential that your work be undertaken in a professional, empathetic, friendly, approachable and kind manner at all times. You must be able to work under pressure, while maintaining meticulous attention to detail.

Key Tasks

Public Relations and Principal Support

1. Welcome visitors, assist, take messages and arrange interviews with staff as required
2. Meet regularly with the Office Manager to ensure good communication
3. Assist with preparing the weekly school newsletter
4. Answer and action phone calls. Contact parents for and on behalf of staff and children
5. Assist with Principal's appointments management - screen phone calls and visitors for Principal
6. Monitor and keep aware of the Principal's diary in order to keep others informed of Principal's movements
7. Assist Office Manager with arranging staff celebrations or any special school wide events as these occur e.g. end of year morning tea.
8. Liaise with TMP Unite representatives around event management
9. Liaise with the Office Manager on administrative tasks as necessary

Management of Student files - Using the Student Management System (HERO)

1. Keep data entry up to date and resolve any issues promptly on HERO and ENROL
2. Enrol new students and inform parents of school procedures
3. Maintain all files relating to students to ensure they are updated, accurate and kept confidential
4. Maintain the school database including pre-enrolments
5. Maintain the database of vaccination certificates and birth certificates (sighted)
6. Attend to requests for files from other schools

Attendance - School attendance has **legal ramifications** and as such is an important part of this role.

1. Follow all school attendance procedures.

2. Document all notes reported of absences in the attendance system on a daily basis
3. Operate phone and the School app to field notifications about absences from parents
4. Liaise with all class teachers on their daily attendance registers (as a legal compliance) to ensure their rolls are submitted each morning and afternoon
5. Follow up on all unknown absences by phone calls and texts
6. Be vigilant in the maintenance of all attendance documentation

Welfare and Support

1. Liaise with health care agencies i.e Public Health Nurse, Hearing and Vision Testing
2. Record incidents of injury and illness and treat as required
3. Contact teachers/parents where necessary
4. Keep First Aid Certificate current
5. Liaise with the SENCO to ensure teacher duty bags are kept fully stocked with plasters etc
6. Keep up-to-date with medical requirements for individual students e.g. Epipen

Office Duties

1. Ensure all money is collected, recorded and stored daily. Receipt where necessary
2. Prepare money for bank deposit (following School procedures on Theft or Fraud/ careful management of School's financial systems)
3. Sales of general stationery and hats
4. Ensure mail is collected and distributed
5. Liaise with all mail and courier services
6. Office Security
7. Ensure students covering office duties receive appropriate training and support
8. Maintain security of school dropbox and petty cash
9. Undertake any other tasks as delegated by the Office Manager

Application Process

Please send a CV which lists your relevant work experience, cover letter and two referees.

Your digital application should be emailed to vacancies@tematauru.school.nz

Applications close midday on Thursday 12 November.