

## Student Services Receptionist - Job Description

Responsible to:

- Principal
- Executive Manager

Functional Relationships

- Students
- Staff
- Community including parents/whanau
- External Agencies

The primary role of the Student Services Receptionist is:

- to manage the student reception desk
- provide a timely and efficient service to support the staff and students of Pāpāmoa College on their teaching and learning journey

Key Areas	Expected Outcomes
<b>Manage Student Services Reception</b>	
	<ul style="list-style-type: none"> <li>• Operate the Student Services Reception Desk</li> <li>• Liaise with students/parents/staff/outside agencies</li> <li>• Provide an efficient and professional service</li> <li>• All enquiries (internal and external) are handled in a polite and professional manner</li> </ul>
<b>Attendance Service</b>	
Manage the attendance system for the school	<ul style="list-style-type: none"> <li>• In a timely manner, clear the attendance messages and accurately update the student records on the schools SMS database</li> <li>• Manage and record late students</li> <li>• Update the SMS database with attendance rolls throughout the day including EOTC, relief</li> <li>• Manage and regularly update the absence manager throughout the day</li> </ul>
<b>Administration &amp; other duties</b>	
To be committed to a process of professional development	<ul style="list-style-type: none"> <li>• Manage the student runner system</li> <li>• Manage the meeting rooms in student services, ensuring they are presented well and the booking system is accurate</li> <li>• Manage the lost property</li> <li>• Order and maintain the stationery and copier requirements</li> <li>• Maintain a welcoming, well presented space, with up to date information on display</li> <li>• Assist with copying / printing / binding of documents</li> <li>• Manage the first aid requirements of the students/staff including Health &amp; Safety incident reports as necessary</li> <li>• To take part in a programme of professional development for personal improvement</li> <li>• To be actively involved in the performance management process</li> </ul>



Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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