

Rangiora High School

Te Kura Tuarua o Rangiora

Each and every learner will thrive in a centre of learning excellence.



Receptionist/Administrative Assistant

Role Description

Purpose of the role

To provide a professional, calm, and positive first point of contact for whānau and the wider community. This role provides invaluable administrative support and is central to ensuring the smooth and efficient daily operation of the school. The role also includes a key responsibility in managing the school's digital presence and communication channels.

Role description

Tenure:	35 hours a week, 8.00am - 3.30pm Monday - Friday (term time only)
Reporting to:	Executive Officer
Remuneration:	\$29.52 - \$32.37 per hour (Grade 3/4 of the <i>Support Staff in Schools Collective Agreement</i> in accordance with skills and experience)

Role requirements

- You will be enthusiastic with a can-do attitude, able to multi-task and be comfortable working through a high volume of tasks that you can learn easily.
- You display a pleasant manner when welcoming visitors
- The ability to work collaboratively as part of a busy school administration team.
- A professional and discreet approach to all aspects of work, particularly when handling sensitive information.
- High level of competence with digital tools, including Google, social media platforms (Facebook, Instagram), and the ability to learn new software quickly.

We create inclusive, equitable and relevant learning opportunities with clear pathways. We empower deeply engaged and connected lifelong learners. We contribute positively to our community.

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Role functions

Focus Areas / Tasks	Outcomes
Reception	
Reception	• Provide a professional, warm, and welcoming reception service for all students, staff, visitors, and whānau • Manage and direct all incoming calls efficiently and promptly. • Analyse problems and refer inquiries to the most appropriate staff member for a solution. • Distribute inwards mail and arrange post of outwards mail/courier packages. • Handle all confidential information with the utmost discretion and professionalism.
Administration	
Administration	• Assist with the management of student attendance data using the school's Student Management System (KAMAR) • Assist with the weekly collation of the school's newsletter. • Liaise with SLT with creation and printing of annual Teacher Planner • Process daily relief rolls • Liaise with the Enrolments Administrator in the organisation and recording of bus rolls • Monitor and organise staff pigeonholes
First Aid Student Services	• Have a current First Aid Certificate • Administer First Aid as necessary to students and staff when required.
Digital Literacy	• Administrate the school's social media platforms (e.g., Facebook, Instagram, etc.), ensuring all content is current, professional, and reflects the school's values. • Work with staff to create and post engaging content, including key dates, event updates, student achievements, and community notices. • Monitor and respond to comments and messages on social media in a timely and professional manner,

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	escalating any complex or sensitive issues to the appropriate person.
Other duties	
As requested by the Executive Officer or Principal	Negotiated tasks or projects are completed in a timely and efficient manner.

Education is an ever-changing environment. This job description is therefore focused on the important tasks and responsibilities. Whilst every effort has been made to explain the main tasks and responsibilities of this role, duties may vary from time to time, without changing the intention of the job description or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed annually during the appraisal process and may be updated in light of the needs of students and the school.

Declaration

I have reviewed this role description and acknowledge the requirements of the role.

Name:	
Signature:	
Date:	