

**SCHEDULE OF DUTIES**  
for  
**OFFICE ADMINISTRATOR / RECEPTIONIST**

**RECEPTION DUTIES**

- To receive and relay messages promptly and ensure answerphone is cleared regularly
- To screen all incoming calls
- Enrolments and any other duties related to parent enquiries
- Casualty Room –  
Full first aid certificate is required. If you do not have a current first aid certificate the school will arrange the course for you)  
Treating students, ringing parents, keeping accurate records of first aid on students  
Ordering of supplies

**TYPING**

- Pre-enrolment lists—current and for following year
- Typing all letters of confirmation to parents of children on pre-enrolment list the term before they are due to start. (Accepting or Declining).
- All letters of attendance for students who are leaving to go overseas
- Teachers Notices (Not PTA newsletters)
- Typing of and updating Stationery lists
- Morning Notices:  
Enter absentees daily  
Enter internet password obtained from MyHive daily  
Print and file notice in Principal's folder.

**FINANCIAL**

- Balancing Cash Register against EFTPOS receipts at the end of each day. Passing these receipts and cash taken to Executive Officer and locking money away in safe
- Receiving funds from Parents via EFTPOS Donations, trips, etc
- Social club—managing club funds. Receiving subs from all staff, and organizing presents, vouchers, cards, cakes, balloons etc, for special morning teas

**GENERAL**

- Enrolments (ENROL) - Admissions/leavers and data base maintenance/processing enrolments including gathering information for pre-enrolments

- International student enrolments and withdrawals—  
Communicating by email with parents/agents  
Collecting/receipting fees  
Gathering all relevant papers and visas etc.  
Letting pastoral care company know who is attending and giving all details to them so they can visit the home. Then checking this against their website. Printing reports off and getting satisfaction surveys filled in by students.  
Loaning uniform when available  
Organising signed agents contracts
- Bulk order of Stationery for following year. Give existing lists to Syndicate leader and liaise to produce year level stationery lists  
Upload lists to OfficeMax site
- Ordering stationery and consumables for administration and teaching staff, throughout the year  
Recording usage of stationery by teachers/admin staff
- Liaise with Oranga Tamariki/Lawyers/Teachers regarding appointment with any referred children. Always get an email from Oranga Tamariki
- Emails – all inward emails to be replied to or forwarded to person concerned. Emails to be checked weekly during holidays.
- Booking St John First Aid Certificate renewals for staff when required
- first aid supplies
- Keeping Student Permits current. Contacting parents by letter/phone for new copies of permits when required, enter into ENROL
- Ordering all paper and card for school use
- Photolife– booking dates for the Class/Individual and Staff photos. Also, New Entrant and Year 6 Graduation photos
- Collating and printing all forms for inclusion in Prospectus  
Collate enrolment packs and FFP enrolment packs keeping supplies available when requested
- Parent Helpers morning tea—Organise catering and do invites to parents. Setup and serve at morning tea  
Parent Teacher Discussions – organise catering
- Making up New Entrant Stationery packs
- Fire Warden for Office block. During fire drill check the office block, toilets and staff room to make sure there is no-one left in the building before exiting
- Turn bell off at end of term and on again beginning of next next
- Telephone message—change message at the beginning and end of each term
- 40 km/h zone reset daily
- Booking bus trips, giving quote to Syndicate leader
- Proof-reading newsletter
- Books in staff room. Gathering in the money for orders before rep picks books up

- Opening, recording and distributing inward mail Monday / Wednesday / Friday
- Organise the bedding in Sick Bay to be cleaned at the end of each term
- Organise the cleaning of tablecloths as required
- Stock take for Bulk order, and stocktake for end of year. Give totals of end of year stock take to Executive Officer
- Keeping track of Teachers Budgets giving total at end of year to Executive Officer
- Maintain and update regularly Emergency number list for all staff
- Update Staff Directory at the beginning of each term and email to all staff
- Renaming Cubby holes
- Cover for Executive Officer when on leave or absent due to illness (ie Novopay and the printing and distributing of invoices required for payment)