 **Mt Roskill Grammar School**

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| **Position:** Student Services Administrator |  |
| **Reports to:** HoD Guidance/Lead Nurse | **Written by:** Business Manager |
| **Fixed Term:** 1 day pw (Thursday) during term time |  |
| **Location:** Student Services - Support Staff | **Date:** December 2019 |
| **Direct reports:**  |  |

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| **Scope:** | Provides an effective front desk function by ensuring efficient dealing of all enquiries into student services/health centre and delivers reliable administrative support.Ensures that responsibilities are carried out in a positive, effective and professional manner that is conducive to the philosophy of MRGS. |
| **Key Accountabilities:** | * Receives and assists visitors, staff and students with enquiries and/or appointments in a timely and courteous manner. Student appointments include counselling, dental, health and peer mediation.
* Fields all telephone calls and emails by dealing with or redirecting as appropriate in a timely manner
* Completes MS Office and KAMAR tasks accurately and on time. Tasks include providing secretarial support; input data into student database; receives peer mediation application forms; T.I.R.P
* Completes PUPIL and Medtech tasks accurately and on time for the Health Centre. Tasks include secretarial support, data input, completing ACC Claims, ACC Medical Fees Unit invoicing
* Monitors and orders stationery, brochures and consumables for student services
* Maintains the kitchen, reception/waiting room and Puketāpapa meeting room facilities.
* Manages the student runners
* Oversees lost property and organises the laundry if required
* Administers basic first aid and supports distressed students when necessary
* Continues to grow and develop skills in order to contribute to the achievement of personal and school goals
* Carries out other duties as requested by the HOD Guidance and Lead Nurse, Business Manager and/or the senior leadership team in an effective and professional manner
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| **Typical work contacts:** | Internal: Teachers, Deputy Principals, Principal, Business Manager, StudentsExternal: External Agencies e.g. CYFS, Youthline, CADS, Public Health Nurses, Parents, Dentist |