

Mt Roskill Grammar School

Position Title: Receptionist and Enrolment Administrator
 Grade: Grade 2
 Role: Permanent Term time only (TTO)
 Hours: Monday – Friday 37.5 hours per week
 Reports to: Associate Principal



Signed _____ Date: _____

Scope:	To provide a welcoming and supportive environment for all staff, students and public who visit the Mount Roskill Grammar School office and to provide administrative support for the school office.
Key Tasks:	- Meeting and greeting visitors and handling all front desk inquiries, mail and courier deliveries. Administrative tasks - Answering the main school phone and maintaining phone lists and VisTab entries - Keeping the school bell system up to date - Daily compilation of staff and student notices - Support senior administrator with relief roster and provide guidance for relievers. - Maintain student domestic visa compliance - Oversight of the student runner - Maintain weekly interview room booking schedule and other bookings as needed - Termly updating of fire drill class rolls and point of contact with SLT during fire evacuations - Collate subject and school stationery information annually and upload to Office Max website - Oversight of the kitchen ensuring dishwasher is set to run each evening Enrolments - Enrolment - this includes, but is not limited to, the updating and compilation of enrolment packs, receiving and recording student enrolments, filing, booking and following up of appointments, attendance at enrolment related events outside normal school hours, maintaining and sending enrolment related communications, liaison with feeder schools, conducting the Out of Zone Ballot. - Participation in Open Day and assistance with activities as needed Other - Carry out other duties as requested by the Office Manager and/or the Senior Leadership Team
Typical work contacts:	- Internal: Principal, Senior Leadership team (SLT), Office team, School staff - External: Caregivers, suppliers, public, contractors