

Mt Roskill Grammar School



Position title: Student Services receptionist
Grade: 2
Employment: Permanent part time
Hours of position: Fridays full year
Location: Student Services
Reports to: HOD Counselling
Direct reports: Nil

Scope:	To assist the Nurses and Counsellors with the staff and students visiting the Health Centre for appointments as well as providing administrative support to all Counsellors and Nurses as required.
Key Accountabilities:	<ul style="list-style-type: none">• Receive visitors, staff and students at reception and connecting them with the appropriate person in Student Services.• Attend to students and assess the urgency of their request to see a Counsellor or Nurse making appointments as required.• Attend to administrative tasks to assist with the day-to-day operations of Student Services.• Send messages to students to attend meetings.• Call students out of class for dental appointments• Organise referrals for new Dental patients. Send Ministry of Health enrolment form and a letter from the school to parents and caregivers.• Administrative functions as required for the Nurses and Counsellors• Oversee lost property, including washing.• Other duties as required.
Typical work contacts:	<ul style="list-style-type: none">• Staff and Students at Mount Roskill, External agencies