**Office Junior**



# **Employer:** Rosehill College Board

# **Responsible to**: Principal’s Assistant

**Key Objectives:** To assist in the professional and effective running of the Front Office.

To give administrative support to the Senior Leadership Team (SLT)

Provide support for student enrolments

**Grade:** Administrative Grade B

**Hours of working:** 8.00am – 4.00pm

| **Key Tasks** | **Expected results** |
| --- | --- |
| ***Senior Leadership Team***  Provide secretarial and personal assistance to the Deputy and Associate Principals | Deputy and Associate Principals are supported as a priority in matters of administration and secretarial support.  Meeting and appointments are organised efficiently. |
| ***Front Office***  Assist Receptionist on telephone and counter duties when required.  Assist reception with staff typing when the workload is particularly heavy.  Assist with general office duties.  Collect, open, stamp and distribute all mail. Take outgoing mail to the Post Office. | Those phoning and visiting the College are welcomed in a professional and friendly manner and their needs assessed as quickly as possible.  Word processing completed promptly and accurately.  Front Office runs smoothly and efficiently. Messages are delivered to staff pigeonholes at regular intervals during the day.  Mail is promptly received by appropriate staff. |
| ***Attendance***  Assist the Attendance Officer as time allows. | Assisting the Attendance Officer checking messages daily to ensure attendance records are up-to-date. |
| ***Enrolments***  Take enquiries from the public on enrolments.  Enter enrolment information onto KAMAR.  Update stocks of all forms and update/change as necessary. | Prospective students and their caregivers are provided with correct information on enrolment procedures.  New students are entered on KAMAR and ENROL in a timely manner.  Documentation provided to families is accurate. |
| ***End of Year Prizegivings***  Assist in the preparation of the Senior and Junior prizegiving in conjunction with the Principal’s P.A.  Printing of Sport, Māori, Pasfika and Arts and Cultural Award. | Events are entered on KAMAR in advance of entry opening date ensuring staff have sufficient time to make required entries.  Lists are collated and certificates printed at least one week prior to Prizegiving.  Printing of awards are printed |
| ***Maintain School Website*** | The school website is kept current with weekly news and is updated as school information changes. |
| ***Detentions***  Data entry and letters home for after-school detentions are done as requested.  Process Lunchtime Detentions and distribute lists as required. | Detention information is correctly entered and parents are aware of after-school detentions.  Lists are given to the appropriate Head of House prior to lunchtime. |
| ***Newsletters***  Produce weekly newsletters in consultation with Principal and ensure weekly newsletters are on line. | Newsletters are produced to the highest standard and on time, and are placed on line quickly.  Ensure the most up to date newsletter is on the web site. |
| ***General***  Update school prospectus  Arrange catering for meetings and other school events.  Deliver and pick up documentation and/or goods as necessary.  Update staff database.  Staff pigeonholes.  Absence letters to parents.  Observe confidentiality and good faith.  Any other duties as required. | School prospectus is current and produced in a timely manner for distribution.  Catering for events is ordered in a timely manner to ensure it arrives on time.  The SLT is supported with deliveries and/or pick ups of documentation and/or goods as required.  Staff database is an accurate record of the current staff.  Staff pigeonholes are updated as necessary.  Letters regarding one week’s leave or more are sent to parents. |