

JOB DESCRIPTION AND KEY ACCOUNTABILITIES

Job Title	Student Services and Reception Administrator
Reporting to	Associate Principal
Hours of Work	40 hours per week Monday to Friday (term time)
Job Purpose	To deliver a professional and caring School and Student Services reception function and provide timely, efficient, accurate and complete delivery of required administration tasks and projects.
Student Administration Services	<ul style="list-style-type: none"> • Manage and maintain the accuracy, confidentiality and integrity of all administrative student records related to attendance, behaviour, discipline and affirmations providing reliable data for analysis and statutory reporting. • Provide efficient administrative assistance to Deans and Associate Principal to support student welfare and student leadership, including managing administrative process for student leave and specific communication. • Ensure the timely and accurate collation and submission of required attendance and boarding allowance reports and forms to the Ministry of Education. • Administer the data collation process for all student recognition streams (e.g., house points, academic achievements).
Reception Services	<ul style="list-style-type: none"> • Manage the reception function, ensuring a professional, welcoming and responsive first impression for all visitors, students and staff. • Administer and enforce all protocols related to visitor identification and access (e.g., visitor passes). • Maintain the administrative documentation and support required for emergency evacuations and crisis response protocols as directed by the Deputy Principal of Operations.
Operations and Resource Support	<ul style="list-style-type: none"> • Maintain and manage the inventory and ordering processes for general administrative and student supplies (e.g., stationery, badges), ensuring the timely availability of essential resources. • Provide administrative support and assistance to the planning, preparation and execution of all major student recognition events. • Manage the GAP tutor schedule and timetable, delegating tasks to utilise them effectively as administrative support during busy periods.
General	<ul style="list-style-type: none"> • Provide back-up support for other members of the administration team as required. • Demonstrate a commitment to health and safety related policies and procedures to ensure a safe and positive working environment.

Qualifications, Skills and Experience	
	<ul style="list-style-type: none"> • 3+ years' experience in a similar role, ideally in a school environment. • Strong verbal communication skills, with the ability to interact with staff, parents and students in a friendly and approachable manner. • Ability to handle sensitive information with discretion. • Be flexible and adjust to a changes that occur on a day to day basis within the work environment. • Be able to demonstrate patience and empathy when dealing with students. • Proficiency with office software such as Google programmes, and the school's student management system. • Be confident with data entry and have strong attention to detail to ensure accuracy.
Date:	
Employee Name:	
Employee Signature:	