



MOUNT ALBERT GRAMMAR SCHOOL

Job Description Receptionist/Secretary

Responsible to: Business Manager

Primary Objectives: To manage the school visitors reception area.
To provide secretarial support to the Senior Leadership Team

Key Tasks:

- Greet visitors, answer the telephone, manage courier and mail deliveries as required as the receptionist in the school's visitors reception area.
- Assist with the production and updating of school documentation, such as manuals and policies
- Prepare Excel spreadsheets and PowerPoint presentations as required
- Other administration/clerical duties as required to support the smooth and efficient management of the School.

Hours:

Hours of work 8.00 am to 4.00 pm, during school term time only.

Pay Rate:

This position is graded according to the Support Staff Schools Collective Agreement