



Job Description – Receptionist/ Administration Assistant

Job Purpose

To ensure a high standard of support to the school office team in performing school related tasks in the areas of office management, accounting and reception.

Reporting

The Receptionist/Administration Assistant reports directly to the Principal who reports directly to the Executive Director of Generations Christian Education.

Key Duties

Responsibilities:

Reception

- To provide a warm and welcoming greeting to every parent, child and visitor who makes contact with and/or visits the Kindergarten.
- To appropriately respond to all reception inquiries.
- To coordinate the timely collection and distribution of mail.
- To operate a neat, clean and tidy reception area.
- To timely process fee payments and issue receipts.
- To prepare deposit slips and depositing the incoming cash and cheques to the bank.
- To perform errand duties. (i.e. bank, post office, etc.)
- To maintain an appropriate office filing system of school records.
- To provide general administrative and clerical support. (i.e. photo copying, laminating, etc.)
- To perform other office related tasks as required.
- To support the Principal and office staff in required tasks.

Administration

- To provide training to users of the school's administration software/systems where appropriate.
- To assist with the organisation, setting up and conduct of school functions as required.
- To provide the Principal and the office team with administrative support as required.
- To assist the Senior Administration and Admissions Officer; and Senior Administration and Facilities Officer to ensure provision of effective office administration and reception services as the school's public front.
- To provide general team support to Generations Christian Education when needed and required.

Accounts Payable

- To collate and match purchase order forms and corresponding invoices.
- To assist to ensure the validity of the above documentation.
- To maintain appropriate filing of all accounts payable documentation.
- To issue and process cheque payments in a correct and timely manner.
- To ensure urgent payments are made as required.
- To monitor school's petty cash systems and monthly reconciliations.
- To input cheque payment details to school account system.
- To maintain appropriate filing of all accounts payable documentation.

Debtor/Account Receivables Processing

- To assist to record, issue and maintain all School debtor accounts for areas such as tuition fees, levies & miscellaneous charges.
- To collect Auto-pay form from parents.
- To assist to perform regular and periodical debtor reconciliations.
- To assist to respond to the transaction enquiries from parents if necessary.

Admissions

- To assist in data gathering and entry as well as data filing and maintenance of applicants' files whilst maintaining confidentiality.
- To assist to organise efficient and reliable school tour bookings for enquiring families.

Ad-hoc Projects

- To perform ad-hoc projects as assigned by the Principal.

Organisational Relationships

Internal Liaisons: Executive Director, Principal, Directors, Officers, School teaching and non-teaching staff, the Schools' Parents' Association, Parents, Students and Custodians

External Liaisons: New and interested Parents, Vendors