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Sancta Maria College opened in 2004 and is a vibrant community of learners comprising of 1000 students and over 100 staff, located in Flat Bush, Auckland.

**Receptionist**

**Person Specification**

* Demonstrates and supports our Special Catholic Character
* Is able to work with a team of Administration staff in an effective and efficient manner.
* Can maintain professionalism and confidentiality
* Builds supportive, collegial relationships with all staff and students.
* Has excellent listening, verbal and written communication skills.
* Work is completed to a high standard
* Is time-efficient, resourceful and effective
* Has and uses initiative
* Is a high-level thinker and will respond to tasks independently
* Has a level of computer skills and knowledge to meet the requirements of the position
* Can multi-task and be flexible
* Fosters positive relationships with others
* Enjoys working in a learning environment that has a diversity of cultures
* Presents well with a caring nature
* Has a tidy and appropriate dress attire for a front of school reception area