



## Job Description for Twizel Area School Office Administrator – as developed August 2021

**Position Description:** 32.5 hours per week, 8.00 am-3.30 pm with an unpaid hour for lunch from 12.30 - 1.30 pm and a 20 minute paid break in the morning. Except on days where there is a BoT Meeting (on these days work at school finishes at 12.30 pm and attendance is required from 5.30 pm at the BoT Meeting until the close of business). Administration Grade B.

**Reporting to:** Principal

**Agreement:** Support Staff in Schools Collective Agreement or IEA

### Core Competencies for Staff

Participating and Contributing
<ul style="list-style-type: none"> <li>• Appreciates, understands and applies commitment to Te Tiriti o Waitangi</li> <li>• Supports and models the school values at all times</li> <li>• Balances rights, roles and responsibilities</li> <li>• Complies with and actively supports the school's policies and procedures</li> <li>• Displays integrity and takes responsibility for own actions</li> <li>• Able to work effectively with diverse groups</li> <li>• Respects diversity in the workplace</li> <li>• Identifies and participates in professional growth cycles</li> <li>• Demonstrates commitment to quality outcomes for all students and staff</li> <li>• Works collaboratively as a team member</li> </ul>
Thinking and Communicating
<p>Verbal</p> <ul style="list-style-type: none"> <li>• Conveys information clearly, logically and accurately</li> <li>• Listens and ask questions to maximise understanding</li> <li>• Active listener</li> </ul> <p>Written</p> <ul style="list-style-type: none"> <li>• Writes in an appropriate manner so the material is easily understood</li> <li>• Written work is accurate</li> </ul>

- Work is checked before distribution
- Problem Solving**
- Collects data relevant to the issue
  - Completes analysis of data
  - Applies judgement when making decisions and committing to an action considering all implications
  - Consults / seeks assistance
  - Keeps appropriate people informed when making decisions

### **Managing Self**

- Accepts ownership for delivering to commitments
- Uses time productively
- Has a can-do attitude
- Establishes methods and systems for organising resources and/or documentation to provide an audit trail and for future reference
- Plans and organises tasks on a day-to-day basis to achieve results
- Pays attention to budgets and makes savings where possible
- Checks for agreement and approval before acting and seeks assistance when required
- Constructively challenges any negative workplace behaviour
- Maintains own wellbeing to ensure they are healthy and productive

### **Relating to Others**

- Actively builds positive and productive working relationships
- Shares relevant knowledge with others
- Accepts constructive criticism and learns from it
- Shares credit with others

## **School Secretary**

The School Secretary is a core position within the school. They provide high quality administrative, personnel support services to meet the ever-changing needs of our school. They are the 'front line' worker at the school who defines the relationships with whānau and other visitors. The School Secretary is required to build strong relationships with the Principal, the Senior Leadership Team, the office staff, teachers and other staff as well as external organisations and members of the school community. The School Secretary will undertake tasks of diverse nature and at all times deliver approachable, caring, accurate and timely services that meet the needs of the school.

## **Service Delivery**

<b>Key Tasks</b>	<b>Performance Criteria</b>
Reception	<ul style="list-style-type: none"> <li>• Greet and respond to visitors to the school</li> </ul>

	<ul style="list-style-type: none"> <li>• Answer and respond to telephone calls and general enquiries</li> <li>• Make notes from meetings such as Staff Briefing available to the wider staff in a digital form</li> <li>• Send e-TXT communications to the community, manage the administration of e-TXT to keep the register updated</li> <li>• Maintain confidentiality of school information systems</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Provide enrolment information to parents of prospective students and assist to complete the form if necessary</li> <li>• Maintain the student database in our school SMS and ENROL</li> <li>• Monitor/check enrolment status of students on visas and parent work permits</li> <li>• Update absences in the school SMS and oversee teaching staff roll completion</li> <li>• Be an administrator of the school SMS system</li> <li>• Manages school stationery (including stock take) and accounts for parents</li> <li>• Maintains till and EFTPOS register/receipts/petty cash/counter payments</li> <li>• Manage mail to and from school</li> <li>• Reprographics/typing for staff and students</li> <li>• Manages second hand and sample uniforms (including stock take)</li> <li>• Manage bookings for school trips and the administrative tasks associated with school trips such as collecting permission slips and money</li> <li>• Assists with catering and hospitality requirements for staff and visitors</li> <li>• Assist other administrative staff with office-related tasks</li> <li>• Collect and pass on to the Media Manager items for e-TAN</li> <li>• Manage requests for School Donations and other accounts</li> <li>• Create and distribute invitations to Prizegiving and Final Assemblies</li> <li>• Complete reprographics tasks, collate and prepare reports for sending</li> <li>• Maintain student files and manage other schoolwide filing tasks</li> <li>• Manage bookings of school property and buildings e.g. Huxley, vehicles, classrooms after hours etc</li> <li>• Manage ticket sales for school events and fundraisers</li> <li>• Maintain Master Copies of forms and letterheads</li> </ul>
Principal's P.A.	<ul style="list-style-type: none"> <li>• Manage appointments within the Principal's diary</li> <li>• Collate and respond to job applications</li> <li>• Take messages on behalf of the Principal and co-ordinate phone responses</li> </ul>
Health and Wellbeing	<ul style="list-style-type: none"> <li>• Work collaboratively with staff in providing care to all students, staff and visitors</li> <li>• Manage 'sickbay' and those needing First Aid in collaboration with other staff members</li> </ul>

	<ul style="list-style-type: none"> <li>● Maintain stock levels in 'sickbay' and keep the environment fit for the purpose</li> <li>● Assess students requiring First Aid and allocate further action where required e.g. transfer to the medical centre, pick-up by parent</li> <li>● Record all notifiable sickness/injury in the 1st Aid records</li> <li>● Hold a current First Aid qualification</li> <li>● Ensure all visitors sign in and out</li> <li>● Contact Caregivers of children that have not been collected by 3.15 pm</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>● Establishes and maintains good relationships with staff, students and whānau</li> <li>● Ensures confidentiality where required</li> <li>● Role model positive customer service interactions and manage difficult customers, notifying school leadership when things go wrong</li> <li>● Promote the school positively</li> </ul>
Secretary to the Board of Trustees	<ul style="list-style-type: none"> <li>● Attend BoT Meetings. Take minutes, type and distribute the minutes.</li> <li>● Manage files in the monthly meetings section of the BoT Shared Drive</li> <li>● Prepare the BoT Meeting Agenda</li> <li>● Attend to BoT Correspondence</li> <li>● Attends to any other relevant duties related to BoT operations as negotiated with the Principal and Board Chair.</li> </ul>
Other duties	<ul style="list-style-type: none"> <li>● Attend to duties that are fair and reasonable that were not foreseen at the time of this agreement as agreed by both parties</li> </ul>