**Rāwhiti School Job Description**

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| Position: **Principal’s Personal Assistant and School Secretary (PPA/School Secretary)**  35 Hours8.15am – 4.15pm Monday to Friday (42 Weeks p.a.)  Reports to the Executive Officer | |
| **Job Purpose**  The primary purpose of this position is to provide high quality administrative support services to meet the ever-changing needs of the school which includes   * Building and maintaining strong relationships with the Principal and the senior leadership team, the Board of Trustees (BOT) and other staff as well as external organisations and members of the school community, * Undertaking tasks of a diverse nature and at all times deliver timely, accurate and cost-efficient support services that meet the needs of the school, * Always aware of and supportive of the agreed expectations for school staff   **Role Specific and technical requirements**  Qualifications   * NZQA Level 3 or equivalent * Fluent written and spoken English * Experience in word processing (min 50wpm) and Excel * Current First Aid certificate * Awareness and use of Te Reo desirable   Demonstrable knowledge/experience   * Knowledge and competence in on-line and web-based environments including Google, social media and Microsoft Office Applications, * Demonstrated experience working as part of a team to achieve results, * Previous experience in a school setting is desirable as is knowledge and competence in the eTap Student Management System and ENROL   **Core Competencies for staff**  Participating and Contributing   * Supports and models the school’s values at all times * Complies with and actively supports the school policies and procedures * Displays integrity and takes responsibility for own actions * Understands the concept of work/life balance * Identifies and participates in personal development * Accepts and manages personal responses to change in a positive manner * Works collaboratively as a team member   Thinking and Communicating   * Verbal   + Conveys simple information clearly, logically and accurately   + Listens and asks questions to maximise understanding of events   + Actively listens to what others say   + Uses relevant verbal and non-verbal clues to check for understanding * Written   + Writes in an appropriate manner for ease of understanding   + Written work is accurate   + Work is checked before distribution * Problem Solving   + Collects data relevant to the issue   + Completes analysis of data   + Applies judgement when making a decision or committing to an action by considering all implications   + Consults/seeks assistance when necessary   + Keeps appropriate people informed during the decision-making process   Managing Self   * Accepts ownership for finishing work started and delivering to commitments * Uses time productively * Has a “can do” attitude * Establishes systematic methods for organising resources and/or documentation to provide an audit trail * Plans and organises tasks on a day to day basis to achieve results * Is aware of budgets and makes savings where possible * Checks for agreements and approval before acting and seeks assistance when required * Constructively challenges others who talk about people behind their backs * Is aware of the effects their words and attitudes have on others * Maintains own well-being   Relating to Others   * Actively builds positive and productive working relationships * Is approachable, open, non-defensive and transparent in their dealings with others * Shares relevant knowledge with others * Accepts constructive criticism and learns from it * Shares credit with others   In your role you can expect that the school will, within its available resources, practices and policies:   * Support you personally and professionally to be the best practitioner in order to support our learners * Support your professional development to meet identified needs * Treat you in accordance with the mutually agreed expectations for school staff * Provide a system of appraisal that meets legislative requirements | |
| **Specific Responsibilities:** | |
| Student Administation: using eTap, & Enrol as required | * Collate and accurately record Ministry and school information requirements e.g. Birth Certificates, immunization, in zone address confirmation etc. Liaise with Learning Support Coordinator on health or behavior issues that need to be followed up. * Enter new enrolments into eTap and Enrol, liaising with staff as appropriate re enrolments, new entrant lists, visits etc. * Produce tables and print outs from eTap on request from teachers and Leadership Team e.g. class lists, birthdays, labels, students listed as Maori, pre-enrol numbers etc. * School transfers – work with teachers so that any information on students transferring to and from Rāwhiti is forwarded as soon as possible. Contact schools to send records and levels of students transferring to Rāwhiti. * Keep a database of all student transfers to and from Rāwhiti, share with librarian and Executive Officer so they can look to see who is leaving to get library books returned, final monies owed etc. * Collate information requirements for Ministry roll returns etc. correctly completed on time ready for Principal to sight and sign off. * Prepare eTap for following year’s class lists, leavers lists etc. for effective end of year rollover of data. * Complete end of year roll over on eTap. * Ensure Enrol information is updated within MoE timeframe of 5 days, for children enrolling and leaving. * Keep a database of all children with student visa’s, follow up when near to expiration. * Management of enrolment processes, including the completion of the smooth running of Ballot (when accepting OOZ children) and any ‘Out of Zone’ queries when applicable. * Book school photos and follow up re orders and deliveries. |

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| Staffing and Payroll | * Ensure staff records and correspondence are accurately recorded, job descriptions, contracts, police vets etc are completed and filed. * Liaise with Principal re new staff, start dates, pay rates etc. * Support processes during appointments procedure (receiving CV’s, letters to applicants, contracts, phone calls, advertising, interview timetabling etc). * Manage processing forms for applications of staff Police vets. * Maintain a data base for all staff with important information, including teacher registration expiry dates, first aid information, birthdays, paperwork received, police vets etc. * All filing relating to personnel – ensure filing is kept up to date, following school NAGs guidelines. Archives to be stored under MoE & Archive NZ guidelines, and destroyed/sent to Archives NZ when necessary. * Maintenance of key allocation register and allocation of keys to staff.   **Payroll**: In association with the Executive Officer, ensure payroll is managed efficiently, and in a timely and accurate way, including:   * Ensuring teacher pay adjustment and staff leave information is forwarded to Novopay. * Ensuring relievers are paid. * Adjusting support staff hours and paying additional hours to teachers as and when required. |

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| Administration, Correspondence and Board | Principal’s correspondence and BOT communication:   * Receive and distribute. * Outline Principal’s correspondence and follow-up as appropriate, in consultation with Principal. * Compiling, processing and retaining copies on file etc. Meet with the Principal daily and deal with necessary items. * Keep a record of all communication to/from the BOT. * Ensure reports and material for board meetings is emailed to BOT members the Thursday prior to the scheduled meeting. * Ensure office emails are managed and actioned. * Filing and Archives – ensure all filing is kept up to date, following school guidelines (NAGs). Archives to be stored under MoE and Archive NZ guidelines, and destroyed/sent to Archives NZ when necessary. |
| Attendance Officer | * Oversee the completion of the electronic attendance register via the SMS, making contact with parents/caregivers for unexplained absence. * Check lateness and attendance data fortnightly on a Thursday and report as required. * Inform teachers of emerging trends in regard to lateness and attendance. |
| Newsletter and Website | * Collate the fortnightly school newsletter and publish by 12noon fortnightly on Thursday. * Post any notices/newsletters on the school website, Rāwhiti School App, and Rāwhiti School Facebook page. * Maintain the public pages on the school website, updating the website calendar. |
| Principal Support | Manage Principal’s Diary:   * Book all appointments on behalf of Principal – keeping Wednesdays free, and ensure appointments are kept to schedule. * Be aware of the demands on the Principal’s time (and DP’s when the Principal is absent) so that they are able to spend significant time in the learning environments. * Receive all Principal’s phone calls and enquiries and deal with/hand on as necessary. * Arrange all travel, booking of hotels, rental cars etc. as requested for Principal and staff. |
| Hospitality | * Organisation of morning teas, lunches and any other catering as requested by Principal. * Arrange gift parcels/flowers for staff when required. |
| First Aid and Medication | * Student first aid needs are attended to and accident register is maintained. * Administration of Medication forms are correctly completed and filed. * Ensure that children with life threatening medical conditions have an Action Plan completed and on display in medication cupboard. * Administer daily doses of prescribed Ritalin and record. Ritalin to be stored in locked filing cabinet. Ensure that other office staff know the procedure for administering drugs, and recording. |
| General Office Duties | * Work as part of a team with the Executive Officer and Administration Assistant. * Ensure there is effective communication between the office and the rest of the school. * Refer any office issues to the Executive Officer and/or the Principal. * Receptionist tasks such as answering the phone, responding to emails, greeting visitors, welcoming students and attending to their needs. * Monitor staffroom and sickbay – general tidiness and dishes. Towels and duvets washed as required. * Student first aid needs are attended to and accident register is maintained. * Contact parents or emergency contacts when necessary. * Any other reasonable office duties as delegated and/or negotiated with the principal. |
| Signature: Principal’s Personal Assistant and School Secretary  Signature: Principal  Date: | |