

Rāwhiti School Job Description

Position: Principal's Personal Assistant and Office Manager (PPA/Office Manager)
35 Hours 8.15am - 3.45pm Monday to Friday (42 Weeks p.a.)

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, including Google for Education tools (eg Google Docs, Sheets etc)
- 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 Hero 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 Administration: using HERO, & Enrol as required	<ul style="list-style-type: none"> • Collate and accurately record Ministry and school information requirements e.g. Birth Certificates, immunisation, in zone address confirmation etc. Liaise with the Learning Support Coordinator on health or behaviour issues that need to be followed up. • Enter new enrolments into HERO and Enrol, liaising with staff as appropriate re enrolments, new entrant lists, visits etc. • Produce tables and print outs from HERO 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 HERO for following year's class lists, leavers lists etc. for effective end of year rollover of data. • Complete end of year roll over on HERO. • Ensure Enrol information is updated within the Ministry of Education 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 support photographers on the day.
Administration, Correspondence and Board	<p>Principal's correspondence and Board communication:</p> <ul style="list-style-type: none"> • 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 are prepared for the Principal before the Monday prior to the scheduled meeting so the Principal can email to the board members. • Ensure office emails are managed and actioned. • Filing and Archives - ensure all filing is kept up to date, following school guidelines (NAGs).

Attendance Officer	<ul style="list-style-type: none"> • Oversee the completion of the electronic attendance register via the SMS, making contact with parents/caregivers for unexplained absence. • Work with the Deputy Principal responsible for attendance to check lateness and attendance data, send Attendance letters, and action Attendance Services Referrals when requested.
Newsletter and Website	<ul style="list-style-type: none"> • Collate the fortnightly school newsletter and publish by 12noon fortnightly on Thursday. • Post any notices/newsletters on the school website and HERO • Maintain the public pages on the school website, updating the website calendar.
Principal Support	<p>Manage Principal's Diary:</p> <ul style="list-style-type: none"> • Book all appointments on behalf of the Principal - keeping Mondays 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	<ul style="list-style-type: none"> • Organisation of morning teas, lunches and any other catering as requested by the Principal. • Arrange gift parcels/flowers for staff when required.
First Aid and Medication	<ul style="list-style-type: none"> • Student first aid needs are attended to and an 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 the medication cupboard. • Administer daily doses of prescribed medication and record. Prescribed medication is to be stored in the locked filing cabinet. Ensure that other office staff know the procedure for administering drugs, and recording.
General Office Duties	<ul style="list-style-type: none"> • 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 Principal. • Receptionist tasks such as answering the phone, responding to emails, greeting visitors, welcoming students and attending to their needs. • Contact parents or emergency contacts when necessary. • Any other reasonable office duties as delegated and/or negotiated with the principal.
<p>Signature: Principal's Personal Assistant and Office Manager</p> <p>Signature: Principal</p> <p>Date:</p>	