



Cromwell College  
Barry Avenue  
Cromwell 9310  
[admin@cromwell.school.nz](mailto:admin@cromwell.school.nz)  
[www.cromwell.school.nz](http://www.cromwell.school.nz)

11 April 2022

### **Student and Office Administration Permanent Position**

Thank you for your interest in the permanent position of Student and Office Administration.

The successful person will be professional, calm, skilled and experienced in account administration and office administration. They will also possess and empathy and genuine interest in supporting the students of our kura (school). A job description is included in the application.

We are an innovative, well-equipped and well-resourced, Decile 8, Year 7 – 13 school with a current roll of approximately 570 students. We are proud of our welcoming students, committed staff, our facilities and the supportive relationship we have with our local community.

The town of Cromwell has excellent facilities for its current population of approximately 5500. It is in a stage of sustained growth with major investment in viticulture, horticulture, tourism and regional service industries.

This letter contains an application form and job description. Following is the probable time frame for the selection.

#### **Applications close 3.00pm Friday 29 April 2022**

You will find further information about Cromwell College on our website at [www.cromwell.school.nz](http://www.cromwell.school.nz). and if you wish to visit the College or have any other questions then please contact me. Thank you again for your interest in this position.

Yours sincerely

*Mason B Stretch*

Mason Stretch,  
Principal

<p style="text-align: center;"><b>Student and Office Administration Permanent Position</b></p>
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Thank you for applying for a position with our school. Please ensure you have a copy of the Job Description and Person Specification before completing this application.

- 1 Please provide a covering letter and complete this application form personally.
- 2 Attach a curriculum vitae (CV) containing any additional information, work experience, qualifications, any written references etc
- 3 Copies only of qualification certificates should be attached.
- 4 If you are selected for an interview you may bring whanau/support people at your own expense. Please advise us beforehand if this is your intention.
- 5 This application form and support documents will be held by the school. You may access them in accordance with the provision of the Privacy Act 1993.

If you have any queries, please contact the school administration 03 445 1121.

Please email to [pa@cromwell.school.nz](mailto:pa@cromwell.school.nz) or send to:

**The Principal  
Cromwell College  
Barry Avenue  
Cromwell 9310**

**Application close on Applications close 3.00pm Friday 29 April 2022**

### **CRITERIA FOR APPOINTMENT**

In considering applications for positions the Board of Trustees shall appoint the person who in their view is best suited to the position.

In deciding who is best suited, the Board of Trustees shall give consideration to the experience, qualifications and abilities relevant to the position and based on the following criteria ~

1. Ability to meet the general requirements of the position as detailed in the Job Description relating to the position; and
2. Person who best meets the desirable qualities as outlined in the Person Specification relating to the position

Any offer of employment made is conditional upon a satisfactory Police check being obtained.



**Student and Office Administration  
Permanent Position**

**Family Name** \_\_\_\_\_

**First Names** \_\_\_\_\_

**Present Position** \_\_\_\_\_

**Contact Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Work Phone Number :** \_\_\_\_\_

**Cell Phone Number :** \_\_\_\_\_

**Home Phone Number :** \_\_\_\_\_

**E-mail address :** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Teacher Registration Number :** \_\_\_\_\_

**Residency Status:** \_\_\_\_\_

**If you wish, please state any special qualifications, experience or strengths you feel you possess which support your application. These may be included in your covering letter.**

**Convictions Against the Law / Unsuitability for the Position**

Have you ever been convicted of any criminal offence against the law or otherwise know of any reason why you should not be employed to work in the school environment?

Yes / No

If you have answered yes, please provide the date and details of the offence, or other reasons, together with any comments you may wish to make.

Have you had any injury, medical or other conditions which would prevent you from carrying out the work as described in the job description or person specification.

Yes / No

If you have answered yes please provide full details

**Note that all Cromwell College building, grounds and events are smoke-free**

**REFEREES:**

Please provide the names and address of three referees who are able to comment on you in a professional capacity. Preferable referees are those who have been in a supervisory role in an employment situation (Principal, Manager, CEO etc).

**Referee One**

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to you \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

email \_\_\_\_\_

**Referee Two**

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to you \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

email \_\_\_\_\_

**Referee Three**

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to you \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

email \_\_\_\_\_

**Please note:** The selection panel may consult people, other than the nominated referees, as part of the appointment process.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## **Job Description: Student and Office Administration**

### **Responsible to:**

The Executive Officer, The Principal and, through him, the Board of Trustees.

### **Relating to, and Communicating with:**

All Staff, parents, students and visitors.

### **Primary Objective:**

- To provide timely, caring and effective support for staff, parents and students around all aspects of student administration.
- Manage student attendance processes effectively and accurately
- To work as part of an office team whose goals are: -
  - the efficient operation of the school office
  - providing friendly and effective support visitors, staff and students

### **Hours**

37.5 hours per week – 8:00am to 4.00pm Monday to Friday. The hours are for the school term times. The year starts a week before the first week of students starting at school and finishes 1 week after students leave. There may also be occasional hours in the holidays.

### **Pay Rate**

Grade C of the Support Staff in Schools Collective Agreement \$23 - \$25 per hour.

### **Breaks**

Two 15 minute paid breaks and a thirty-minute unpaid break at a time negotiated with the EO/Principal

### **Key Tasks**

#### **Staff**

- Assisting Principal and Senior Management team in school administration, including duties which require confidentiality.
- Provide assistance to the Principal in the absence of the PA.
- Redistribute school emails and action as required.
- Referrals: Pastoral entries, tracking, weekly spreadsheet for Principal
- Suspensions & Stand downs – ENROL entries, Kamar entries, letter preparation, spreadsheet updated.
- Process detentions for truancy, lateness, smoking and off school grounds – update Kamar / communicate with deans and Whānau teachers.
- Student subject selection; entering student subject choices/options into student Manager (end of year and start of year). Ensure charges are correct and coding correct in Kamar via the Executive Officer.
- Prize giving support e.g. certificates and programme.
- Maintaining Student Manager Programme.
- Maintaining ENROL programme and student records.
- Kamar Messages.
- Administrative support for staff eg word processing and laminating.

- School notices and distribution.
- Preparation and maintaining office procedures manual.
- Kitchen dishwasher/kitchen tidy.
- Meeting room bookings.

### **Students**

- Managing sick or injured children and keeping track of sick bay usage and maintaining first aid supplies. Fill out 'Nurse' in Kamar.
- Sick bay – ensure tidy and organised / daily check.
- Log and issue of student medication.
- New student photos.
- Collect permission slips for trips; mark off payments on trip lists.
- Preparation of school identification cards.
- Preparation of lunch passes for students.

### **Parents/Visitors/General**

- Conduct contacts with visitors, callers, staff and students in a friendly and professional manner.
- Receipt of monies coming into the school and conduct regular bankings.
- Student automatic payments.
- Second hand uniform.

### **Personal**

- Attend Professional Development courses/in service courses as required.

### **Attendance Officer**

- Responsibility for attendance registers student absences, lateness and absence patterns and liaise with the Assistant Principal Pastoral.
- Passing relevant information onto whānau teachers, deans, counsellors and assistant principals
  - Retrieve messages from emails, Kamar and answer machine re: student absences.
  - Update attendance into Kamar using codes as set by Ministry of Education.
  - Check attendance period by period for “T” or “?” students. Investigate with student and/or parents for reasons for absences. Update Kamar – liaise with deans and Whānau teachers regarding individual students attendance patterns.
  - Contact parents for medical certificates for absences over three days – communicate this information with deans and Whānau teachers and the Principal’s Nominee (NZQA).
  - Communicate with Attendance Advisor regarding students on their list and students you think need to be added to the list – involve deans and Whānau teachers.
  - Monitor attendance levels for each individual student – nudge letter for those around 85% attendance emailed to parents and Whānau teachers. Referral to Assistant Principal Pastoral for those students around 80% attendance level – letter home signed by Principal – advise Whānau teachers and deans. Kamar entries for all contact with home.
  - Daily check of outstanding teacher rolls.
  - Daily notices – students to see attendance officer for unresolved absences.
  - Submit rolls for relievers.



- Each Monday print out student attendance for the previous week by whanau class and distribute to whanau teachers.

### **Personal Specifications/Attributes**

- Well organised, calm and flexible
- Has a friendly and helpful personality
- Possesses an empathy and genuine interest in supporting our students.
- Initiative and foresight
- Able to work independently and as part of a collegial team
- Manages well within a dynamic environment
- Accurate, with attention to detail
- Good level of knowledge of Microsoft Word and Excel
- Experience with KAMAR and Xero (Hubdoc and ApprovalMax) or similar Student Manager/Financial Accounting software would be an advantage
- Ability to exercise discretion and maintain confidentiality
- Ability to relate to a diverse range of people, especially young people
- Genuine commitment to providing a quality service
- Sense of humour
- Workplace First Aid certificate preferred
- Double vaccinated for COVID desirable