

## Administration Support Position

### 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.
- 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
- To uphold the school's values in undertaking all aspects of this role

### Hours

15 hours per week – ideally 10.00am to 1.00pm Monday to Friday. The hours are for the school term times. There will also be opportunity for casual hours covering leave for members of the office team.

### Pay Rate

Grade 3 of the Support Staff in Schools Collective Agreement \$26.64 - \$28.53 per hour.

**Responsible To:** Principal  
Executive Officer  
Board of Trustees  
Senior Leadership Team

### Functional Relationships with:

Office administration team  
Support staff  
Teaching staff  
Parents and wider school community

This job description provides a guideline of responsibilities and expectations (outlined on page 2,3,4), underpinned by the following:

1. The terms and conditions outlined in the Support Staff in Schools' Collective Agreement.
2. A commitment to Cromwell College's:  
Vision: Best I Can Be  
Mission Statement: Respectful and courageous life-long learners pursuing excellence  
Values:
  - Respect – Kia Manaaki
  - Courage – Kia Māia
  - Personal Excellence – Kia Rawe
3. Cromwell College policies, procedures and handbooks, including a commitment to:
  - Professional conduct which includes interacting professionally with staff, students and visitors, and maintaining a professional standard at all times
  - Professional development, training, and adoption of new technology

- Flexibility, being agile and responsive to change
- School Health and Safety practices
- Participating in professional growth/appraisal processes
- Undertaking all responsibilities with integrity and confidentiality in and outside of the role
- Partnership to the Treaty of Waitangi, culturally responsive

### **Breaks**

One 15 minute paid break at a time negotiated with the Executive Officer/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 and communication to staff and parents
- Process detentions – update Kamar / communicate with Deans and Whānau teachers.
- Managing Kamar Messages.
- Administrative support for staff eg word processing and laminating.
- Kitchen dishwasher/kitchen tidy.

#### **Students**

- Managing and supporting sick or injured children and keeping track of sick bay usage. Fill out 'Nurse' in Kamar. Maintain first aid supplies and kits.
- Sick bay – ensure tidy and organised / daily check.
- Log and issue of student medication.
- Collect permission slips for trips; mark off payments on trip lists.

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

- Be a welcoming and caring connection for visitors to our school
- 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.

#### **Personal**

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

#### **Personal Specifications/Attributes**

- Possesses an empathy and genuine interest in supporting our students, staff and parents
- Well organised, calm and flexible
- Has a friendly and helpful personality
- 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 or similar Student Manager 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
- Police vet required.

**Confirmation**

Employee \_\_\_\_\_ Date: \_\_\_\_\_

Employer \_\_\_\_\_ Date: \_\_\_\_\_