

2024 Job Description – Office Administrator

Position Title	Office Administration
Reports to	Office Manager and the Principal
Working Relationships	Staff, whānau members, tamariki, visitors and contractors to the school.

Employment Status: Permanent - Part-time: 27.5 hours per week. (Negotiable)

Purpose of the position

The primary purpose of this position is to provide quality administrative and financial support services to meet the changing needs of the school. Support and promote the school through the delivery of quality customer service, while building strong relationships with the leadership team, teachers, other staff as well as external organisations, members of the school community and students. Also undertake tasks of a diverse nature and always deliver timely, accurate support services that meet the needs of the school.

Primary Objectives:

- To assist the Office Manager to ensure the efficient and effective operation of the school's office and administrative duties.
- To operate parts of the school's financial systems.
- To undertake secretarial and administrative tasks.
- Demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand.
 - o Understand and recognise the unique status of tangata whenua in Aotearoa New Zealand.
 - o Understand and acknowledge the histories, heritages, languages, and cultures of partners to Te Tiriti o Waitangi.
 - o Practise and develop the use of te reo and tikanga Māori

Declaration:

Approved by:	
Date approved:	
Reviewed:	
Appointee:	
Date appointed:	



Public Relations

Key Indicators

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| <ol style="list-style-type: none">1. To be the "face" of the school and ensure a positive welcome is displayed to every visitor.2. To ensure students, staff and visitors arriving and leaving during the day are signed in and out of the school. | <p>Self Appraisal:</p> <p>Appraiser's Notes:</p> |
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Reception

Key Indicators

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| <ol style="list-style-type: none">1. To receive incoming calls with a welcoming and professional manner.2. To screen calls for the Principal.3. To receive and distribute email and phone messages and reply where necessary.4. Maintain positive relationships with school families and other school agencies visiting the school. | <p>Self Appraisal:</p> <p>Appraiser's Notes:</p> |
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Student Enrolments

<i>Key Indicators</i> 1. Enrol new students, work with parents/caregivers to complete the enrolment process. 2. Management of students within the schools SMS package (eTAP) and on Enrol. 3. Request enrolment/student information from previous school. 4. Provide new and prospective parents with all necessary forms and information. 5. Responsible for maintaining all pre-enrolments, including appointments for enrolments, appointments for visits, all relative correspondence and induction notices. 6. All tasks associated with enrolling and withdrawing students using ETAP and ENROL. 7. Record Student Attendance.	Self Appraisal: Appraiser's Notes:
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Information Management

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Financial

<i>Key Indicators</i> 1. To process and receipt payments to the school, cash, Eftpos and internet banking. 2. Process and complete the monthly cash banking in conjunction with the Office Manager. Take deposits to the bank if required. 3. Process all payments onto student accounts on the SMS system. 4. Ensure student statements are emailed to families each term. 5. If necessary and as hours permit, work alongside the Office Manager to pay Creditors by Creditors Schedule monthly/fortnightly. Sending this to Education Services along with scanned invoices for payment. 6. Check Bank Payments provided by the Office Manager, for invoices dates paid. 7. File Invoices from Creditors Schedule in a timely manner so these are available for the Auditors at the end of the year. Liase with the Office Manager and the Auditors in November and March/April each year. 8. EdPay/Novopay. Work alongside the Office Manager to load Timesheets and Leave into Edpay Online and check SUE Reports when necessary.	Self Appraisal: Appraiser's Notes:
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Librarian Duties	
<i>Key Indicators</i> - Oversee maintenance of the library database. - Ensure current student barcodes are printed and available to use. - Process new books. - Issuing and returning books as required. - Ensure library layout and signage is current. - Support all library users as required.	Self Appraisal: Appraiser's Notes:



Contribution to Team activities and the life of the school

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