

February 2019

JOB DESCRIPTION

Position title: Administration Support Assistant

Reports to: The Principal

Hours of Work

- 8.00am---4.00pm during school terms – 35 hours per week

Purpose of the position

This is a position that requires administration skills including data entry and high-level professional interpersonal engagement with staff, students, parents and the wider community.

Key Responsibilities
<ul style="list-style-type: none">• Reception-meeting and greeting visitors, children and staff. The 'face' of the school.
<ul style="list-style-type: none">• Meet and greet relieving teachers, provide them with school & class information, identification/registration details.
<ul style="list-style-type: none">• Record and follow up student absences using Etap student database/telephone. Liaise with MOE as required.
<ul style="list-style-type: none">• Process all student enrolments/departures via ENROL and etap. Liaise with Principal, AP, relevant staff and pre schools on class placements and enrolments.
<ul style="list-style-type: none">• Maintain and update the civil defense register.
<ul style="list-style-type: none">• Administer first aid to children. Keep medical files for students current. Contact parents as required.
<ul style="list-style-type: none">• Receive incoming cash daily/record cash totals in Excel/XERO and bank weekly.
<ul style="list-style-type: none">• Send out requests for school donations.
<ul style="list-style-type: none">• Keep phone lists and medical files current.

February 2019

<ul style="list-style-type: none">• Oversee student stationery lists.
<ul style="list-style-type: none">• Day to day administration as required such as ordering stationery, medical supplies, school hats etc.

General Responsibilities

- Assist with morning tea preparation if required.

Remuneration

- Refer to the [Support Staff in Schools Collective Agreement-Part 3](#)
- Rate will be in line with Grade B or C depending on experience and qualifications.

The successful applicant will be..

- Loyal to the school.
 - Friendly, open, caring, empathetic and honest.
 - Resourceful, self-directing, enthusiastic and able to use initiative. An effective communicator in oral, written and digital contexts.
 - Confident in the use of computer technology as a workplace tool, including Google and Microsoft Office 365.
 - Committed to continued self-development.
 - Able to maintain confidentiality.
 - Well organised and efficient.
 - A good role model through the demonstration of high personal and professional integrity.
 - Culturally and socially aware.
 - Able to work effectively as part of a team.
 - A sense of humour.
 - Maintain professional poise and clear decision-making under pressure.
 - Able to interact effectively with staff, students, parents and caregivers, visitors and with representatives of businesses and agencies.
 - Able to work effectively in an environment where interruptions to workflow are a reality.
 - An effective leader of a front-office team where clear mutual communication and teamwork are essential. Please include your CV and covering letter. Email admin@kapanui.school.nz for an Application Pack, which contains a formal application form and full job description.
- Please write Office Position in the Subject Line.**

Applications close Friday 22 March at 5pm. Anticipated start date is Monday 29 April 2019. Interviews for candidates will be in the week starting 25 March.