

# TOKOMARU SCHOOL

## Job Description – Office Administrator



<b>POSITION</b>	<b>Office Administrator – Permanent Part Time</b>
<b>HOURS OF EMPLOYMENT</b>	<b>8:30am-3:00pm Monday-Friday – <i>during term time (30 hours per week)</i></b>
<b>TERMS OF EMPLOYMENT</b>	Support Staff in Schools' Collective Agreement 13 December 2019 – 6 February 2022
<b>RESPONSIBLE TO</b>	Principal & Tokomaru School Board of Trustees
<b>PAY RATE</b>	<b>TBC</b> Grade ? Step ? to be confirmed on appointment
<b>FUNDED BY</b>	BOT OP's GRANT

### **JOB PURPOSE**

We need someone to run the day-to-day office administration and be a positive, friendly face that daily greets our visitors and broader school community. It is essential that your work be undertaken in a professional, empathetic, friendly, approachable and kind manner at all times. The role encompasses managing the administration function, supporting the Principal, being responsible for the student database and information, and generally being the key person overseeing all non-academic functions. You must be able to work under pressure, while maintaining meticulous attention to detail, and robust systems.

The Office Administrator also acts as Minute Secretary to the Board of Trustees and Board gratuity has been allocated per meeting attendance, paid at the end of each year.

### **KEY RESPONSIBILITIES**

The following is a detailed list of the roles and responsibilities to be undertaken by the Office Administrator *but is not limited to those items as listed below;*

- To provide a professional, positive and welcoming reception to all who visit or communicate with the school including all students, staff, parents, suppliers and community members.
- To clearly and accurately communicate with colleagues and students.
- Meet regularly with the Principal to discuss the operation of the office and highlight short and long term needs.
- To be an effective member of the school team in all aspects of school life.
- To support the Principal, Teachers and other Staff with their roles

#### **Administrative Responsibilities:**

- To ensure the smooth day-to-day running of the office administration
- In conjunction with the Principal and Board of Trustees finance portfolio holder, operate the financial systems of the school.
- To update and maintain the schools' SMS.
- To administer/oversee data entry on ENROL.
- Act as the Minute Secretary to the Board of Trustees, assisting the Principal in preparation and follow-up of Board meetings.

#### **Professional Responsibilities:**

- To be competent and aware of continuing developments in the technologies relating to the administrative functions of the school.

- To keep up to date professionally by undertaking the necessary training with the support of the Board of Trustees, as may be agreed by the Principal to ensure competence in undertaking the duties and responsibilities of the position.
- To be familiar with updates on the SMS system, Payroll system and our school banking system.
- To maintain and instigate where necessary communication within the Board finance portfolio holder.
- Along with the Principal, investigate professional development opportunities for yourself.

See also attached **Tasks and Duties** document for specific performance areas and appraisal indicators.

**PERSON SPECIFICATIONS / CORE COMPETENCIES**

- Highly motivated with a strong desire to succeed.
- You will be a skilled communicator, developing relationships with families and staff early on as they are the first point of contact.
- You will take initiative - solving problems on the go throughout the school day
- You will be trusted by, and work in close communication with the Principal with regard to many school-wide issues.
- You will be afforded a high level of trust in order to carry out key responsibilities - especially in relation to enrolment, finance and personnel
- You will be subject to high levels of confidentiality, especially in relation to the personal details of families, staff and school affairs.
- You will need to be patient and adaptable - carrying out key tasks throughout each day, while having multiple interruptions in a busy office and school.
- You will be skilled with finance, payroll and record-management, with well organised files and processes.
- You will be able to provide accurate reports and documentation as required and within given timeframes.

**CONFIDENTIALITY**

I \_\_\_\_\_ understand the importance of confidentiality within Tokomaru School and the staffroom, and agree to ensure strict confidentiality of all information that is related to BOT, staff and pupils as regards my employment at the aforementioned school.

Name .....

Name .....

Signature .....

Signature .....

**Principal**

**Office Administrator**

Date .....

Date .....