

## TASKS AND DUTIES



*This document is to be read in conjunction with the current **Office Administrator Job Description** document.*

KEY TASKS	PERFORMANCE AREAS	Expected Outcomes / Appraisal Indicators
<b>Start of the year</b>	<ul style="list-style-type: none"> <li>• <b>By first day of the school year:</b> <ul style="list-style-type: none"> <li>• Emergency lists are updated in each class/office</li> <li>• Bus lists are updated, driver and teachers have a copy</li> </ul> </li> <li>• <b>By the start of week 4:</b> <ul style="list-style-type: none"> <li>• Staff contact and emergency contact lists are updated and distributed to all staff members</li> <li>• New students prior schools are contacted and information requested</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <i>Emergency lists are updated and accurate at the start of the year</i></li> <li>• <i>Staff have a list of updated contact numbers for each other</i></li> <li>• <i>Information is gathered quickly from prior schools</i></li> </ul>
Reception	<ul style="list-style-type: none"> <li>• Deal with counter, email and phone enquiries in a professional, positive and efficient manner</li> <li>• Pass callers onto the appropriate person (asking who is calling) and take messages as required</li> <li>• Clear phone messages regularly through the day (and text messages)</li> <li>• School visitors are attended to, signed in, and redirected if required</li> <li>• Liaise with health professionals (nurse, oral health etc) and book appointments. Enter this into Staff Google calendar, onto whiteboard and inform staff</li> <li>• Ensure reception, foyer and Office are kept in a clean and presentable condition</li> </ul>	<ul style="list-style-type: none"> <li>• <i>People feel welcomed at school</i></li> <li>• <i>Communication is regular and delivered promptly to intended recipient</i></li> <li>• <i>Calendars are up to date</i></li> </ul>
Student Absences	<ul style="list-style-type: none"> <li>• Record any absences in eTap and check class rolls are <b>completed by 9:30am each day</b></li> <li>• Enter absences on behalf of staff i.e. relievers</li> <li>• Liaise with teachers on their daily attendance register to ensure all rolls are submitted every morning and afternoon <b>by 2pm each day</b></li> <li>• Contact parents when a student is absent without notification to ascertain reason for absence</li> <li>• Notify Principal immediately if contact is not made</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Information is entered into eTap and ENROL as necessary and in a timely manner</i></li> <li>• <i>Absences are quickly noted and parents contacted (in a timely manner)</i></li> </ul>
Student Data	<ul style="list-style-type: none"> <li>• Maintain Enrolment forms, Parent Information booklet (in consultation with Principal).</li> <li>• Maintain student data in eTap (Student Management System)</li> <li>• Ensure ENROL is updated with any new enrolments and withdrawals</li> <li>• Request records from new enrolments previous school</li> <li>• Update lists in bus, contacts and emergency folders at the <b>start of each term or when a new pupil arrives</b></li> <li>• Update staff contact details by <b>week 4 term one (and as new staff start)</b></li> <li>• Print and distribute student invoices/statements as required</li> <li>• Produce and check annual roll return data (in eTap) for March and July returns (in conjunction with the Principal)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>eTap and ENROL is up to date</i></li> <li>• <i>Have at least a dozen enrolment packs made up in readiness for new enrolments (NE and regular packs)</i></li> <li>• <i>Ministry of Education returns are accurate and completed on time</i></li> <li>• <i>Lists are created, shared and updated regularly (student, staff, emergency and bus)</i></li> <li>• <i>Student invoices are sent as required</i></li> </ul>

	<ul style="list-style-type: none"> <li>Collect from teachers and distribute records when a student transitions to a new school</li> </ul>	<ul style="list-style-type: none"> <li><i>Records are requested from the previous school and information sent to new schools when students move</i></li> </ul>
Accident/Medical	<ul style="list-style-type: none"> <li>Attend to sick/minor injuries as they occur and monitor them as needed</li> <li>Record incidents of accident. Injury and illness as required (serious/head injuries)</li> <li>Contact parents if necessary (serious/head injuries)</li> <li>Ensure first aid supplies are maintained</li> <li>Keep First Aid certificate current</li> </ul>	<ul style="list-style-type: none"> <li><i>Students are treated for illness and First Aid</i></li> <li><i>Incidents are recorded</i></li> <li><i>A current First Aid certificate is held at all times</i></li> <li><i>First Aid supplies are up to date</i></li> </ul>
Secretarial and Administration	<ul style="list-style-type: none"> <li>School emails are managed and actioned</li> <li>Mail is collected from the Tokomaru Store, sorted and distributed</li> <li>Deliveries are checked against invoices.</li> <li>School and Office notices sent distributed via paper, email, Facebook, School Loop App.</li> <li>Ensure School and staff Google calendar is kept up to date</li> <li>Certificates for assemblies, events (sporting, Cluster, Ag Day, prize giving etc) created and printed</li> <li>Print and distribute the school newsletter, upload to website and email to families.</li> <li>Order and maintain school stationery, consumables, staffroom supplies, copier paper, cleaning and medical supplies</li> <li>Maintain filing system and file information as required</li> <li>Maintain and stocktake school uniform annually</li> <li>Handle bookings and transport for school trips and invoicing</li> <li>Order and distribute Scholastic Book Club orders</li> <li>Process readers and School Journals (stamp and attention appropriate staff member ie; TIC Literacy )</li> <li>Organise school photos yearly</li> <li>Liaise with other organisations when required (Paper for Trees, Breakfast in Schools, information for grants, Yummy stickers, water/power review etc)</li> <li>Gather cups and trophies for prizegiving &amp; organise engraving</li> <li>Book school hall for events</li> <li>Organise vouchers for staff and Leavers gifts at prizegiving</li> <li>Organise food for community events and Powhiri etc</li> <li>Secretarial work as required for Principal and Staff</li> <li>Deal with technical issues as they arise (liaising with CSG, eTap, electrician etc)</li> </ul>	<ul style="list-style-type: none"> <li><i>Communication is dealt with in a prompt manner</i></li> <li><i>Written communications completed with accuracy and is timely.</i></li> <li><i>Tasks are completed efficiently and within given time frames</i></li> <li><i>Mail is sorted regularly</i></li> <li><i>Records and documents are filed regularly</i></li> <li><i>Resource levels are kept up to date (stationery, supplies etc)</i></li> <li><i>Stocktakes are accurate and completed on time and efficiently</i></li> <li><i>School trips are organised, paid for and transport organised in a timely manner</i></li> <li><i>Events are communicated, booked and food provided where appropriate</i></li> </ul>
Board of Trustees	<ul style="list-style-type: none"> <li>Prepare and distribute agenda and minutes, including reports (digitally or hard copies as required)</li> <li>Ensure Board of Trustees folder is kept up to date with minutes and reports</li> <li>Keep Policies and Procedures folder &amp; website policy page up to date</li> </ul>	<ul style="list-style-type: none"> <li><i>Information is distributed a week before board meetings via Google Drive</i></li> <li><i>Folders are kept up to date</i></li> <li><i>Keep website up to date with policies as they are reviewed</i></li> </ul>

		<ul style="list-style-type: none"> <li>• <i>All Board policies and relevant legislation complied with</i></li> </ul>
Payroll	<ul style="list-style-type: none"> <li>• Relieving/Leave logs kept up to date</li> <li>• Maintain staff records and keep staff list updated</li> <li>• Ensure that staff are paid accurately and on time, and that accurate payroll records are kept</li> <li>• SUE Reports printed on Monday before Payday and given to Principal/BOT Chair to check and sign off</li> <li>• Add new staff/ modify hours as required and instructed by the Principal (including Novopay, Police Vetting, Kiwi Saver forms etc)</li> <li>• Complete Start of and End of year Novopay process</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Staff are paid correctly</i></li> <li>• <i>Information is entered in the correct pay period</i></li> <li>• <i>Sue reports are printed and handed to the Principal the Monday before a pay day</i></li> <li>• <i>BOT Chair &amp; Principal sign SUE &amp; Banking Staffing reports</i></li> <li>• <i>Relievers are paid on time and accurately</i></li> <li>• <i>Leave details are kept up to date</i></li> </ul>
Financial	<ul style="list-style-type: none"> <li>• Maintain security of any cash on site</li> <li>• Invoicing Students through eTap / current 'Parent Account; system and processing of payments</li> <li>• Print and distribute student invoices / statements as required</li> <li>• Record and issue receipts for all money received</li> <li>• Keep the Principal informed of any debts owing from Parents/Caregivers</li> <li>• Bank all money received as soon as possible after receipt</li> <li>• Generate invoices as required</li> <li>• Monitor payment of invoices and notify Principal of outstanding debts</li> <li>• Prepare invoices as required by the Principal</li> <li>• Collate, code, check for accuracy and send invoices, coded bank statements, coded credit card statements, cash flow and any grant information to Ed Services (by the 20<sup>th</sup> of Month or by the required Creditor Payment Date) and payments during the month as required (to be authorised by the Principal)</li> <li>• Ensure all invoices are checked if accurate and are authorised for payment</li> <li>• Carry out monthly bank reconciliations</li> <li>• Distribute monthly finance report to BoT (via Google Drive)</li> <li>• Liaise with the BOT Financial member</li> <li>• Prepare and collate end of year financial information for annual reports (Education Services Auditors) and respond to any requests in consultation with the Principal</li> <li>• Ensure that confidentiality is maintained and that financial records are filed and not left in public places (in conjunction with Principal)</li> <li>• Ensure asset register is kept up to date and checked yearly</li> <li>• Monitor lease payments for school house</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Financial information is provided in a timely manner to Education Services</i></li> <li>• <i>Audit information filed by Office Manager is accurate and provided in a timely manner</i></li> <li>• <i>School's financial information will be kept as accurate and up to date as information allows</i></li> <li>• <i>Cash is kept locked away in the school safe when not needed</i></li> </ul>
Ag Day	<ul style="list-style-type: none"> <li>• Liaise with the Horowhenua Boys &amp; Girls Association re; the date of Ag Day</li> <li>• Order ribbons</li> </ul>	<ul style="list-style-type: none"> <li>• <i>The day is well planned and all necessary resources are present</i></li> </ul>

	<ul style="list-style-type: none"> <li>• Gather all cups from previous winners, and organise engraving afterwards</li> <li>• Coordinate and organise lamb, calf and pet judges</li> <li>• Liaise with the judges regarding their involvement on the day</li> <li>• Organise student entries</li> <li>• Produce judge sheets</li> <li>• Create and prepare certificates</li> <li>• Liaise with farmer Gregg Stewart to prepare the lamb and calf pens</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Communication with all stake holders is clear, accurate and timely</i></li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Take part in training opportunities provided as and when appropriate</li> <li>• Take part in the school's Staff Appraisal Procedure</li> <li>• Bring relevant personal PD opportunities to the attention of the Principal</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Professional Development opportunities are sought out</i></li> <li>• <i>Honest and open reflection are part of the appraisal process</i></li> </ul>
General	<ul style="list-style-type: none"> <li>• Attend to numerous tasks/problems that arise during a school day</li> <li>• Keep confidential information in the office confidential</li> <li>• Deal with staff matters with discretion and care</li> <li>• Deal with children and family matters with discretion and care</li> <li>• Maintain a friendly and professional manner as the front face of the school</li> <li>• Ensure a sense of humour is maintained</li> <li>• Ensure the safety and wellbeing of students at all times</li> <li>• Any other duties as required from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Information is kept confidential related to students, staff and school matters</i></li> <li>• <i>People feel welcomed</i></li> <li>• <i>Confidentiality is maintained at all times</i></li> </ul>