

# Position Description

School Administrator.

<b>TENURE:</b>	Part time, Permanent
<b>RESPONSIBLE TO:</b>	Bursar Principal
<b>FUNCTIONAL RELATIONSHIP WITH:</b>	Senior Management Team All Staff Students and Parents

## PURPOSE OF ROLE

To effectively administer day to day operations of the school including absences, daily attendance, teacher relief, school calendar, NCEA data submissions, Ministry of Education returns, van driver records and updates, student timetables, exam set up, student awards.

## PERSON SPECIFICATION

- Display a consistent manner when dealing with student absences
- Have excellent verbal and written communication skills.
- Ability to actively listen and handle basic student/staff problems and requests adeptly.
- Have a professional appearance and attitude.
- Ability to handle multiple responsibilities.
- Be a team player and assist other staff with general workflow.

---

## KNOWLEDGE AND EXPERIENCE

- A sound knowledge of the systems relating to this position.
  - Solid written and verbal communication skills for a wide range of audiences – staff, students, parents, board and visitors.
  - A capacity to direct to the appropriate person when issues that may involve students, parents and staff arise.
  - Competence and confidence in using information technology to assist planning, communication and administration.
  - Time management and administrative skills and an ability to meet deadlines.
  - A commitment to the principles of the Treaty of Waitangi.
  - An understanding of girls' education and the relative advantages of girls' schools.
  - An ability to work positively with all stakeholders.
  - To understand and adhere to the Nga Tawa Code of Conduct.
-

---

## PERSONAL PROFESSIONAL QUALITIES

Demonstrate a commitment to on-going professional learning.

Ability to work positively in a team environment.

An open warm and caring manner with empathy in dealing with a diverse range of people.

Demonstrate inspiration and innovation in working to resolve problems.

Demonstrate practical commitment and support of our Anglican special character and model our values of courage, respect and integrity.

---

## KEY ACCOUNTIBILITIES

1. Administration
2. Health and Safety
3. Special Character
4. Professional/Personal development

### 1. ADMINISTRATION

KEY TASKS	PERFORMANCE INDICATORS
To administer student absences/attendance	<i>All students accounted for</i>
Liaise with relevant staff if a student is not accounted for	<i>Best practice applied</i>
To receive incoming calls, emails and mail inwards and outwards and deal with them appropriately with accurate information and if necessary relay them accurately	<i>Callers are informed and dealt with efficiently</i> <i>Communication is accurate</i>
To ensure accurate and timely data is entered on Musac Edge	<i>Accurate daily records</i>
To support the smooth running of the administration of the school providing backup to other staff when required, to ensure adequate supplies of stationery are ordered, notices and student attendance are accurate and timely.	<i>Accurate attendance records</i> <i>Support for the Administration team maintaining a seamless presentation.</i>
Staff Calendar updated regularly – drafts in advance	<i>Efficient administration</i>
Teacher relief organised daily in conjunction with DP Curriculum	<i>Staffing consistent</i>
NCEA data submission file monthly	<i>Principal Nominee supported</i>
Student Reports – progress reports, mid-year and end of year reports, checking, collation and communication to parents	<i>Teaching staff supported</i>  <i>Efficient reporting to parents and caregivers</i>
Ministry of Education Reports - termly	<i>Correct data supplied to MOE</i>
Driver records – current information on Nga Tawa registered van drivers file (NZTA system)	<i>Current data checked</i>

---

Preparation for academic awards, collating data, Preparing programmes, event set up.	<i>Accurate Awards celebrated</i>
Other duties as they arise	<i>General administration support</i>

## 2. HEALTH AND SAFETY

KEY TASKS	PERFORMANCE INDICATORS
To ensure safe procedure and practice is maintained	<i>Best Practice at all times</i>
To ensure absences, leave and appointments for students are recorded accurately	<i>Best Practice</i>
To ensure your first aid certificate is current	<i>Best Practice</i>
Administer student appointments – Dr, Physio, Dentist etc	<i>Student wellbeing</i>
Administer sign in and out of students, visitors and record staff movements when advised	<i>Best practice</i>
Report any potential risks, incidents and near misses to the Bursar, using the appropriate forms, or verbally in an emergency, so they can be investigated to eliminate or minimise harm and risk to themselves or others.	<i>Hazards are minimised, isolated and/or eliminated</i>
Follow evacuation procedures if alarms sound or you are aware of the need to evacuate or lock down	<i>Processes are followed</i>
Take reasonable care that your actions (or inactions) don't cause risk or harm to yourself or others.	<i>Common sense and practical initiative is exercised</i>

## 3. SPECIAL CHARACTER

KEY TASKS	PERFORMANCE INDICATORS
Maintain a thoroughly professional image and example to school personnel and members of the school community by embodiment of the school values of respect, integrity and courage.	<i>Behaviour and attitude consistent with school values</i>

## 4. PROFESSIONAL/PERSONAL DEVELOPMENT

KEY TASKS	PERFORMANCE INDICATORS
Keep informed of developments in own area.	<i>Attendance at related courses or apply for development</i>
Attend courses offered to Nga Tawa Staff as requested.	<i>Report back on courses attended Recommendations to SMT</i>

Signed: .....

Date: .....

Signed: .....

**H Campbell (Bursar)**