

JOB DESCRIPTION

Name of employee	:	
Job title	:	Administration Officer - casual
Directly responsible to	:	Principal
Relating to	:	Internal: Principal, Executive officer, Administrative Staff, Teachers, Parents and Students External: Visitors, General Public, Proprietors and Suppliers
Purpose	:	Responsible for the adult reception area and assisting with administration for parents, public and teachers
Hours	:	8.30am – 3.30pm, casual basis to cover when permanently appointed staff are away
Remuneration	:	Support Staff in Schools Collective Agreement, Grade B

Personal Qualities

- Member of local Christian church (or intending to be)
- Warm, positive and friendly demeanour
- Aspiring to the school's values of Respect, Integrity, Kindness, Diligence and Humility before God
- Able to work flexibly as part of a team
- Enjoys working together with others and having people interactions
- Highly organised and tidy
- Competent with modern IT use
- Comfortable with taking direction, but able to act with initiative and autonomy
- Able to keep confidential with private information
- Quick learner
- Competent, and accurate, with data entry and cash handling
- A background in administration would be an advantage
- Likes children
- Loyal to the school

Key Performances

1. Responsibility for Character	Never	Sometimes	Often	Always
a. The Special Character of the school is upheld and maintained				
b. The Code of Conduct is understood and abided by				
c. All personal and confidential information is held strictly in confidence				
d. A high standard of professionalism is maintained, including one's own appearance				
2. Effective, timely communication	Never	Sometimes	Often	Always
e. Parents, students and visitors and staff are warmly welcomed to the school				
f. The weekly newsletter is completed to a high standard and distributed via email to school community by the prescribed deadlines (usually completed by Wednesday afternoon for distribution on Thursday).				
g. Parents are emailed notices via KAMAR and put on School App as required				
h. Taking messages and passing them on at an appropriate time and manner to applicable staff members and children				
i. Emails are opened and forwarded to the appropriate person for action in a timely manner				
j. Outgoing letters are posted daily				
k. Arrangements for any deliveries are made e.g. courier or suppliers				
l. Reception tasks including telephone calls are conducted in an efficient and friendly manner				
m. Fulfil miscellaneous tasks as requested by teaching staff				
3. Sound Financial Management	Never	Sometimes	Often	Always
n. Take cash/Eftpos payments made by parents for school activities in Xero				
o. Assist Vicki with emptying the cash box and banking cash				
p. Cash handling and banking procedures are managed in a secure and efficient manner				
q. Update KAMAR and Xero in a timely manner with any changes in parent contact details				
r. Communication of changes in roll and parent contact details is efficiently communicated to the Proprietor for the purpose of invoicing for attendance dues				

4. Effective general office management	Never	Sometimes	Often	Always
s. Efficient and tidy filing systems established and maintained				
t. Ensure the office is staffed and clean at all times				
u. Carry out any photocopying as required				
v. Manage staffroom and purchase staff food/drink supplies				
w. Develop and document office systems in liaison with the Principal				
x. Coordinate the ordering, payment and verification of school photos				
y. Maintain a neat and orderly administration environment				
z. Oversee/manage the requirements for photocopiers including supplies				
aa. Manage database of past students				
bb. Maintain office security in regard to cash held on premises				
5. Manage data in KAMAR, ENROL, e-asTTLe, NZCER etc.	Never	Sometimes	Often	Always
cc. Enter enrolment information into KAMAR and provide relevant information for the team leader and classroom teacher				
dd. Manage data, complete timely reports essential to the operation of the school and Ministry of Education requirements (e.g. roll returns)				
ee. Manage the organisation of KAMAR data in conjunction with other staff				
ff. Maintenance of data in KAMAR and ENROL.				
6. Social Media and Communication				
gg. Use SchoolApp, Facebook page and Email to communicate important school notices in timely manner				
7. Actively participate and promote a strong sense of unity and partnership with the staff	Never	Sometimes	Often	Always
hh. Foster a positive working, cooperative environment				
ii. Keep the Principal apprised of any concerns, issues or areas which come up and are detrimental to general school health				
8. Other duties	Never	Sometimes	Often	Always
jj. Participate in the annual appraisal process				

kk. Prepare Kingdom Kid and Cornerstone awards and enter recipients' details into KAMAR				
ll. Organise First Aid Professional Development for staff				
mm. Work with the other personnel in administration and be available to cover for each other, e.g. when on breaks or in times of sickness				
nn. Cover the sickbay when the other person in the office is unavailable				
oo. Complete any other reasonable duties at the direction or request of the Principal				

Signed _____

Date _____