

JOB DESCRIPTION

Name of employee	:	
Job title	:	Student Administration Officer - casual
Directly responsible to	:	Principal
Relating to	:	Internal: Principal, Executive officer, Administrative Staff, Teachers, and Students External: parents and Visitors
Purpose	:	Responsible for the student reception area and assisting with administration for students, parents and staff
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	Never	Sometimes	Often	Always
1. Responsibility for Character				
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				
e. Parents, students, visitors and staff are warmly welcomed to the school				
f. Assist with student enquiries				
g. Taking messages and passing them on at an appropriate time and manner to applicable staff members and children				
h. Emails are opened, recorded and forwarded to the appropriate person for action in a timely manner				
i. Outgoing letters are posted daily				
j. Reception tasks including telephone calls are conducted in an efficient and friendly manner				
k. Fulfil miscellaneous tasks as requested by teaching staff				
3. Sound financial management				
l. EFTPOS / Cash handling associated with students				
m. Assisting with accounts payable on Xero				

4. Effective general office management				
n. Efficient and tidy filing systems established and maintained				
o. Ensure the office is staffed and tidy at all times				
p. Word processing is completed accurately and in a timely manner				
q. Carry out any photocopying as required				
r. Develop and document office systems in liaison with the principal				
s. Maintain a neat and orderly administration environment				
t. Maintain office security				
5. Student Management Systems				
u. Enter and update student data into KAMAR and ENROL after enrolment in a timely fashion				
6. Books and Asset Register				
v. Accession all Teacher Resources				
w. Create and Maintain Schoolwide Asset register				
7. Uniform				
x. Order and sell minor uniform items e.g caps / bucket hats				
y. Liaise with NZ Uniforms Ltd together with Exec Officer around moving uniform from onsite to external provider				
z. Finalise final uniform products being sourced and made by NZ Uniforms				
8. Sickbay				

<p>aa. Supervise sick bay:</p> <ul style="list-style-type: none"> • Keep first aid certificate current • Attend to children • Contact parents as necessary • Record incidents of injury or illness of students • Be responsible for maintaining all supplies • Be familiar with and observe all health and safety requirements • Staff accident register kept – principal and executive officer advised of any staff injury • Together with Office Admin, purchase and Maintain First Aid Supplies in the sick bay 				
9. Attendance Officer				
<p>bb. Responsible for ensuring attendance records are up to date and accurate. Ensure each child is accounted for each day and liaise with teachers and parents to ensure this.</p>				
<p>cc. Follow up incomplete rolls with Teachers each day</p>				
<p>dd. Liaise with the deputy principal, assistant principal and Primary Team Leaders regarding attendance trends or information necessary to ensure the safety and learning of all students on site.</p>				
<p>ee. Prepare letters from the Principal for families taking time off school.</p>				
<p>ff. Prepare truancy letters</p>				
10. Staff Timesheets and Leave Forms				
<p>gg. Prepare timesheets for relievers and leave forms for staff using StaffSync and KAMAR</p>				
<p>hh. Track Relievers on StaffSync for compliance All details supplied are verified as correct, Teacher Registration is up to date, Physical</p>				

Restraint Module completed and evidence supplied, ID verification. Work alongside APs to complete this				
11. Vehicle Booking Manager				
ii. Bookings of school vehicles for staff members and bookings of buses through UzaBus				
12. My Kindo				
jj. Load items into MyKindo				
kk. Maintain items in MyKindo e.g. historic items				
13. Actively participate and promote a strong sense of unity and partnership with the staff				
ll. Foster a positive working, cooperative environment				
mm. Keep the principal apprised of any concerns, issues or areas which come up and are detrimental to general school health				
14. Other duties				
nn. Participate in the annual appraisal process				
oo. 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				
pp. Complete any other reasonable duties at the direction or request of the principal				