**ADMINISTRATION ROLE**

**HOURS: 32.5 h/w; Half hour lunch break unpaid; 8.30am - 3.30pm**

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| **GENERAL ADMINISTRATION** |  |
| Manage Pre-enrolment for New Entrants | * Maintain a ‘future enrolments’ register * Issue enrolment packages and information required. * Co-ordinate times for new entrant pre-enrolment class visits with teacher and parents/caregivers. |
| Manage New Enrolments | * Always have a sufficient supply of current enrolment forms and school information for parents/caregivers. * Complete enrolment process with parent/caregiver. Ensure all information required is received. * Enter enrollments into e-tap within 3 days of child starting. * Request records from previous school. * Send records to schools as requested. * Class stationary lists to be kept updated on myschool.co.nz |
| Develop e-Tap Proficiency | * Communicate promptly with e-Tap help desk to learn new procedures.   Request PD for e-Tap if required. |
| Manage Information on e-Tap | * Maintain directory of caregivers with current contact details. * Ensure newsletter email list is kept up to date. * Upload student photo to their record upon enrolment. * Provide Photo life all staff and student information as requested. * Update all photos yearly after school photos are taken. * Record and maintain internet use, permissions, and medical records. Maintain an immunization register. * Assign students to a Roopu. * Process student withdraws. * Any school reports requested to be printed off in a timely manner. |
| Manage School Data on ENROL | * At least a week prior to March and July Roll Returns check ENROL for any outstanding tasks and complete them before the deadline. |
| Attendance | * Process school roll on e-tap morning and afternoon. * Ensure Early Release and late attendance is recorded and managed in Vistab. * Keep 100% attendance record * End of each term: prepare, print, laminate 100% attendance certificates. |
| Schedule Parent/Teacher Interview Appointments Online | * Ensure parent interview notification is sent out. * Confirmation email to be sent out to parents/Caregiver in a timely manner. * Set up parent interviews using online interview programme. |
| Roopu | * Ensure Roopu points are correctly entered and printed off as required. |
| Photocopy Room | * Photocopier maintained and loaded daily. * Room tidy and supplies available. * Follow copyright requirements. |
| **RECEPTION** |  |
| Manage Foyer Entrance | * Develop and coordinate a tidy and pleasant foyer entrance. |
| Maintain Office Area | * Neat and tidy office |
| Greet Parents & Visitors | * Greet in a courteous and helpful manner. * Advise visitors of sign-in and sign-out protocols on Vistab. * Maintain visitors register * Direct visitors to appropriate staff member. * Manage technicians as required. |
| Stationery | * Stationery to be available for day-to-day operation for students and all staff. * Stock take of stationery to be completed at the end of year. * Class stationary lists to be kept updated on myschool.co.nz |
| Manage Student/parent Concerns | * Answer student queries. * Issue Ice Packs. * Look after unwell children, contact parents when required. * Collect monies / return forms etc. from students * Collect monies from parents and issue receipts |
| Manage School Communication | * Receive incoming calls and messages. Calls answered promptly and courteously. Messages relayed accurately as appropriate. Follow phone messaging procedures. * All emails are to be processed. Forward to the appropriate person, reply to parent/teacher queries in a timely manner. * Ensure Staff Absences and Teacher Aide extra hours are recorded. |
| PTA Assistance | * Create PTA fundraiser return slips as requested. * Collect orders. Check full names and rooms are listed on forms. Keep all money safe and separate from school money. * Photocopy any forms/reports required by the PTA |
| School Uniforms | * Document, issue and collect as required. * Wash as needed |
| Finance Administrator Role | * Not your core role, but need to understand the requirements of processing mail, Floor warden duties, first aid duties, staffroom duties, and be able to cover other urgent matters in Finance administrator’s absence. |

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| ***Other Requirements*** | ***Indicators / Outcomes*** |
| Conduct | * Abide by the school’s Policies, including Code of Conduct and Dress Code. |
| Police Vetting | * Pass the triennial police vet |

**Hours:**

**School Administrator 6.5 hours/day (32.5 hours/week)**

Monday to Friday 8.30 am – 3.30pm

Morning Break 10.10-10.30am (20 minutes paid)

Lunch 1.00 – 1.30pm (30 minutes unpaid)

**Total 32.5 hours/week**

**Note:** Under no circumstances are additional hours to be undertaken without prior written approval from the principal.

**Pay Scale Support Staff in Schools Collective Agreement**

**CA Grade C Step 04 $23.59 p/hr**

**Annualised for 40 school weeks + school term statutory holidays and annual leave.**

**Tenure Permanent.**

**Acceptance:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_