



'A community striving to succeed and acting with integrity'

JOB DESCRIPTION - 2012

POSITION: *Administration Secretary*

RESPONSIBLE TO: Principal

HOURS INVOLVED: 08.00am to 4.00pm
38.25 hours per week (includes 3 hours Board of Trustees once per month)

HOLIDAYS: No work or remuneration over school holidays except the following:

- One week worked prior to beginning of Term 1.
- Two days prior to school opening each term as required.

PRIMARY OBJECTIVES: To have an efficient, welcoming, helpful and accommodating school administration office.
To deal with all matters in a confidential and professional manner.
To be calm, efficient and credible.

SPECIFIC TASKS:

1. RECEPTION DUTIES

Attend to and welcome parents, teachers and students at the office counters.
Collectively with the other office staff, maintain an attractive and tidy looking office and foyer.
Answer the telephone and attend to faxes.
Prepare school enrolment packs for prospective parents.
Screen telephone calls and schedule appointments for the school principal and update the principal's diary.

Enrolments

Maintain an accurate School Roll using ENROL and Student Manager and accurate entry of student names and data onto the computer.
Accurate accounting of Lone Kauri Roll.
Prompt response for student information from schools, MoE, health department and dental clinic requests.
Complete Ministry roll returns.
Record details on enrolment forms ready for zone verification by principal.
Assist the Principal in establishing the eligibility of pupils who enrol.

Daily Attendance

Update the daily school attendance register using Attendance Manager.
Follow up teacher records of attendance.
Clear telephone messages, emails and check spam.
Track non-attendance and lateness, and send follow –up letters regarding non-attendance.

Mail and correspondence

General correspondence – opening and sorting mail every day and responding to correspondence as directed and when required.
Ensure that outgoing mail is posted when required.
Correspondence as directed.
Maintain an effective filing system.



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First Aid and sick bay

- Treat all children suffering illness or injuries when they come to the sick bay.
- Give daily parental authorized medication to specific children.
- Keep Sick Bay environment tidy and tidy up before leaving each day.
- Purchase supplies as necessary.
- Contacting Parents/Emergency contacts where required.
- Record significant accidents in the accident book.

Teacher requests

- Print class lists for teachers, ring families re children and classes, contact point for parents and teachers.
- Assist with parent/teacher conference booking process once per year.

2. COMPUTER WORK

School administration

- Update school policies in hard copy and on the school website.
- Write and distribute staff memos and weekly administration bulletins as directed.
- Type and collate the school newsletter each Thursday and upload to the school website.
- Maintain Oratia School Curriculum Documents as required.
- Notices etc. for deputy principals, senior teachers and teachers related to school trips, sports, choir, orchestra, etc.
- Keep staff phone numbers and addresses up to date. Update and print as required.
- Ensure job descriptions are completed and signed off.
- Keep up-to-date records of Teacher's Registrations in staff files. (Remind teachers when their registration is due to expire).

3. BOARD OF TRUSTEES WORK

- Work with the Principal to prepare for monthly meeting.
- Type the Principal's report to B.O.T.
- Ensure envelopes with contents get distributed to board members - Friday before Tuesday meeting.
- Attendance at monthly meetings to take minutes
- Type board of trustees' minutes (monthly). Email minutes to board members as well as placing in their files.
- General correspondence when requested

4. RESOURCES

- Education Gazette
 - Catalogues
 - Periodicals
 - Journals
- } *ensure these are displayed in the staff room*



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5. STAFF ROOM

- With the support of student staffroom monitors - set out clean dishes.
- Make the tea each day and on Friday mornings, with support from a teacher aide, set out morning tea.
- When staffroom monitors are unavailable set dishwasher.
- Tidy the staffroom, periodicals etc.
- Purchase tea, coffee and Milo from suppliers.
- Purchase sugar, dishwashing etc. from supermarket.
- Wash tea towels.

6. MISCELLANEOUS

- Send out the morning tea and lunch time email notice alerts before each break.
- Ensure monitors distribute all notices and the message book goes around.
- Collect one each Education Gazette, store.
- Receive and receipt monies for school activities, events and fundraisers.

7. EMERGENCY DRILL (*Completed once per term*)

Make your way to the school field by the hall. Each teacher sends a runner to you – Mark off - all present and correct.

Name: _____

Signed: _____

Sherilee Swanepoel
Principal

Date: _____