



## Position Description & Performance Agreement

### Futures Academy/Career's Team Administration Assistant

**Permanent, Full Time Position**

**Objectives:** To assist the Manager and Team in the development and day-to-day ongoing business of the Futures Academy (FA) .

**Hours:** 35 hours per week (over 47 weeks), and in negotiation with the Manager.

**Purpose:** Duties include some of the following tasks which will be determined through the applicant strengths, weekly planning meetings, and the priorities of the Team's efforts.

#### Key Relationships

- o Manager FA
- o FA Staff
- o Partner Schools
- o Partner Tertiary Providers
- o Trident Careers Team
- o Trident IT Department
- o Trident Financial Officer

KEY TASKS	PERFORMANCE INDICATORS
<b>Student Database Administration</b>	<p><b>Primary responsibility for student tracking with partner schools &amp; providers</b></p> <ul style="list-style-type: none"> <li>● Create/edit application forms</li> <li>● Input/ upload student applications into database/spreadsheet</li> <li>● Follow up with schools that have students with Pastoral Care/Health Concerns to ensure support provided</li> <li>● Update student transfers/withdrawals in a timely manner</li> <li>● Track students termly attendance, progress, marks, and exit destination</li> <li>● Provide attendance analysis, as needed</li> <li>● Follow up with schools and tertiary providers to ensure data provided to FA is correct and done in a timely manner</li> </ul> <p style="text-align: center;">enrolment/withdrawal/transfer information/ attendance/marks or student progress reporting &amp; related documentation</p> <ul style="list-style-type: none"> <li>● Provide termly roll return reports to the Manager the first week of every term</li> </ul>
<b>Coordination and General Administration</b>	<p><b>Assist Manager with</b></p> <ul style="list-style-type: none"> <li>● Preparation of MoE reports (mid-year, biz case, end of year reporting)</li> <li>● Preparation of quarterly roll returns to Manager for the MoE</li> <li>● Developing FA best practice and processes sheets</li> <li>● Updating and sharing forms, contacts and other documentation and managing the "share drive" to encourage clear communication with team and members</li> <li>● Weekly meetings and general office duties, as requested by the manager</li> </ul> <p><b>Assist Team with</b></p> <ul style="list-style-type: none"> <li>● Preparation and dissemination of minutes of our consortium meetings</li> <li>● Streamlining FA processes</li> </ul>



	<ul style="list-style-type: none"> <li>● The regular use of spreadsheet and data to inform decisions</li> </ul> <p><b>School and Provider Support</b></p> <ul style="list-style-type: none"> <li>● Reconciling schools and tertiary providers quarterly rolls</li> <li>● The ongoing liaison work with partner schools &amp; providers in areas such as enrolments, student Pastoral Care concerns, and collaborating to support “at-risk” students</li> </ul>
<p><b>Trades Academy Promotion</b></p>	<p><b>Assist Manager with</b></p> <ul style="list-style-type: none"> <li>● Developing student pictures, profiles, videos, FB post, alumni profiles for promotional purposes</li> <li>● Online newsletter development and/or regular Facebook posts</li> <li>● Updating Website and keep current with new student photos, student and alumni profiles and current information re course or provider details</li> </ul> <p><b>Assist Team with</b></p> <ul style="list-style-type: none"> <li>● Parent and senior subject selection evenings, Career Expos and other promotional events, as required</li> <li>● Organising end-of-year award ceremonies</li> <li>● The development of promotional material e.g. FB posts, videos, website, promotional pictures</li> <li>● Online surveys, promotion and data capture</li> </ul>
<p><b>Trident Careers Team Support</b></p>	<ol style="list-style-type: none"> <li>a) Being the first point of contact for students &amp; staff as they enter the Careers Hub &amp; generally assisting or connecting them with the information, staff or guidance they seek.</li> <li>b) Assist with the school’s FA enrolment and daily attendance work.</li> <li>c) Follow up with students and families if signature and / or residency verification is missing.</li> <li>d) Assist with the termly school / FA roll return.</li> <li>e) Assisting students with applications for courses, Studylink, NZDF, FA etc.</li> <li>f) General support of the careers team, as required.</li> </ol> <p>And if time allows:</p> <ol style="list-style-type: none"> <li>g) Promotion of careers events.</li> <li>h) Completion of paperwork re careers events.</li> <li>i) Promotion of courses for students.</li> <li>j) Create posts for Facebook.</li> <li>k) Take photos of trades academy students, careers events, etc.</li> <li>l) Administration of student surveys.</li> <li>m) Helping with evaluation of programs through use of data.</li> <li>n) Booking buses for school trips.</li> </ol>

				 				
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<b>Other</b>	<ul style="list-style-type: none"> <li>Assisting the Managers with projects that will help to strengthen our Futures Academy or Careers team, as required.</li> </ul>
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