

Position Description

Staff Support Administrator



Our Mission Statement:

Trident High School offers a quality education in a partnership environment where excellence and respect are encouraged.

Position	Staff Support Administrator
Reports To:	Deputy Principal, Office Manager
Responsible To:	Principal, Deputy Principal

Background

The Staff Support Administrator is responsible for ensuring a friendly, efficient and supportive welcome to all points of contact throughout the school. As the 'face of Trident' this role is vital to projecting warmth and positivity to ensure students, staff and community have an experience that aligns with the values and ethos of the school. This Position Description sets out duties and responsibilities and form the reference point for appraisal.

Our Values and Beliefs

Trident's core values of Respect for Others and Quality Work are demonstrated in every aspect of this role. Trident's commitment to being an inclusive and supportive community are evident in all student, whanau and staff interactions.

Key Competencies

Professional Requirements:

- Confidentiality is maintained in the office area.
- High standard of written and oral communication skills.
- Work collaboratively as a member of the office team.
- Open to learning and master new skills.
- Be flexible to cope with the varying demands and changes in the role.

Interpersonal Skills:

- Friendly and welcoming in all contact with students, staff and community.
- Enthusiastic with a 'can -do' attitude.
- Committed to the core values of Trident High School.
- Proactive in providing support to other staff.

Key Responsibilities:

Office Administration Duties

- All whanau, parents, visitors, students, staff and telephone calls are attended to and ensure all visitors to reception are welcomed and supported as required.
- Liaison with other office staff is maintained to follow matters through when necessary.
- Start of year Staff documentation is generated and prepared and as required during the year.
- School photocopying/laminating (including but not restricted to)
 - Booklets
 - General Administration documentation.
 - All enrolment documentation.
- Examination responsibilities in liaison with DP Academic/ Office Manager.
 - Monitor all examination papers are received.

- Examinations are copied, collated and ready for each examination day.
- Examination packs prepared for reader/writers.
- Examination day and time co-ordination.
- Catch up papers in co-ordination with DP.
- Photocopier machines are attended to for any paper jams, toner and general maintenance as requested by staff.

Teacher Relief

- Liaise with DP (Relief) on relief staff details, availability and contact details database.
- Input information received from DP on absences and co-ordinate with relievers.
- Process blue relief forms that have been authorised.
- Use KAMAR Relief for generating relief documentation.
 - Keep up to date on KAMAR updates on the Relief system.
- Prepare relief boxes for relievers daily - notify DP/HOD if teacher relief is not received by 7.30am.
- Inputting student absences from relievers absence rolls.
- Generate reports for Principal/ Deputy Principal (including but not restricted to).
 - Staff absence time banking report (termly),
 - Staff absences,
 - Relievers,
 - Relief hours.
- Generate Relief report to EO/DP.
- During School day Relief is referred to DP on duty for Relief. In the event the DP is unavailable Principal approval is to be gained.

Data Entry

- KAMAR data entry when required by office manager (including but not limited to)
 - Enrolment inputting
 - leaving information – database and certificates produced
 - general inputting
- Print reports as requested by SMT/teachers from KAMAR
- Staff photos are taken and uploaded to KAMAR
- Groups (camps/teams) absentee data is recorded fully and accurately.

Prizegiving Duties

- Any tasks the Office Manager requests.

Name Tags

- Updated and issued as needed.

Stationery Ordering

- Order stationery for:
 - Administration
 - Staffroom
 - Teacher Planners
 - SMT diaries

Annual stocktake is completed

Key Issuing

- KAMAR key database is maintained for issuing and return of school keys.
- KAMAR Van booking is maintained and updated.
- Monitor key cupboard and follow up on missing keys.
- Check drop off box daily.

Financial Duties

- Money is receipted (upon payment on computer) and coded accurately.
- Sell tickets to public for school events.

Office and Administration Support

- Ad hoc administration and office support as required (eg. telephone calls are handled promptly).
- Issuing of correct school uniform (after 9.15am).
- Issue key cupboard keys.
- Make parent interview bookings.
- Dishes roster.
- Update staff pigeon hole at start of year and when new/left staff commence during the year.
- Log photocopier faults to Canon – ensure photocopier supplies are stocked.

The Staff Support Administrator can expect to be asked to carry out other duties as reasonably expected by the Office Manager, Principal and Senior Leadership Team.

EMPLOYMENT DETAILS

Number of Hours: 40 hours per week (7.30am – 3.30pm Monday – Friday) - ½ hour lunch.

There is 2.5 hours per week (7.00am – 7.30am) on call time for teacher relief (this is negotiated with SMLT). Start time in the school office is no later than 7.30am.

Number of weeks per year: School Term only – Annual Leave is taken in the Christmas school holidays. Start date will be negotiated yearly and will be in advance of school opening for tuition.

PERSON SPECIFICATION

1. Have the ability to work in a close-knit team with a common goal.
2. Maintain professionalism in all areas of work.
3. Have a high level of self-motivation coupled with flexibility.
4. Enjoy working with rangatahi Māori.
5. To be a positive role model for students by:
 - Maintaining personal standards of dress and presentation appropriate for a member of the teaching profession
 - Observing professional standards of behaviour at all times while at school or on school related activities.
 - Valuing excellence and personal achievement.
 - Demonstrating a commitment to the welfare of others.
 - Commitment to Te Reo Maori.

SPECIAL CONDITIONS:

Education is an ever-changing environment and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This job description will be reviewed annually during the appraisal process and will be varied in the light of the needs of the School to promote improved student outcomes.

Appropriate work habits are used to safeguard the employee from work-related injury or illness (especially Occupational Overuse Syndrome). Concerns are discussed promptly with the Deputy Principal in charge of Health & Safety.

NOTE: The incumbent's signature indicates that relevant School policy and procedures have been read and accepted.