



Job Description

Position Title	ADMINISTRATION MANAGER
Reports to	Principal
Working Relationships	<p>Internal: Principal Board Presiding Member Administration Support Staff Deputy Principals Staff</p> <p>External: Parents, caregivers and whānau Ministry of Education Suppliers</p>

Employment Status Part-time: 20h/week, term-time only (additional hours approved in advance)

Position Purpose

The role of Administration Manager is to provide administrative support services to the Principal, Board Presiding Member and the School. This is an internal facing role.

This position is at level 3 on the Position Elements table of the Support Staff in Schools Collective Agreement 2019 – 2022.

Waterloo School has a vision of “Empowering active learners”. We encourage our students to be responsible, respectful and resilient. In the same way, we expect our staff to live these values on a daily basis and provide positive role-models to our children.

For more information, please visit www.waterloo.school.nz

Key Responsibilities	Appraisal Indicators
Enrolments – administer the enrolment processes	Enrolments are managed effectively, meeting internal and external expectations on timeliness and accuracy.
Board secretary – including meeting support (agenda, reports, minutes) and work plan monitoring	Board meetings are supported with accurate and timely reporting, agendas and minutes are provided to the Principal and Board members.
Admin – including filing, archives, keys and facilities	Waterloo School administration runs effectively and efficiently.
Principal’s PA – provide professional assistance to the principal as required	Assistance is provided in a timely and effective manner.
Procurement - purchasing consumables	Procurement is undertaken to provide the best options for the school in quality and price.

Tasks and Duties

Enrolments <ul style="list-style-type: none">- Ensure effective communication with prospective and current parents.- Enrolments are accurately entered into the Student Management System (SMS) and Enrol- The SMS and Enrol are kept up to date, meeting legal obligations.- Produce enrolment package.- Administer the Out of Zone (OOZ) process.- Supply enrolment information to appropriate external providers e.g. dental nurses, hearing and vision testing.- Manage SMS Start of Year and End of Year processes.- Action MOE March and July Returns in conjunction with the Principal.
Board secretary <ul style="list-style-type: none">- Meeting support – Liaise with the Principal and Presiding Member to finalise agenda, circulate Board papers 4 working days before meetings. Complete minutes from the meeting with draft minutes to the presiding member or committee Chair within two working days of the meeting.- Work plan – assist in preparing the annual work plan and monitoring of this, including policies for review. Ensure the Board is meeting their legislative requirements.
Administration <ul style="list-style-type: none">- Set up and maintain efficient filing/archival systems.- Allocate and monitor school keys to staff/board members and keep a register.- Manage school facilities bookings.- Maintain Health & Safety Agreements, Licence to Occupy (external users of school premises).- Open and distribute school mail.- Coordinate school photos.- Maintain civil defence emergency contact information- Reception and first aid support as required.
Principal's PA <ul style="list-style-type: none">- Calendar management as required.- Any other tasks as requested by the Principal.
Procurement <ul style="list-style-type: none">- Manage the purchasing of consumables (cleaning, stationery, office equipment).- Coordinate student stationery requirements.

General Responsibilities

<ul style="list-style-type: none">- Comply with all board policies and relevant legislation- Manage own health and safety- Regularly review work processes for areas of improvement- Establish and maintain active and constructive relationships with others- Apply professional and ethical practices with integrity, in accordance with the operational environmental, social and cultural requirements of the school, and apply personal and interpersonal skills to contribute to the achievement of school operational objectives- Proactively engage in professional development opportunities and performance appraisal
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Person specification

Essential skills:

- strong communication skills
- strong organisational skills
- strong relationship management skills
- New Zealand Diploma of Business Administration and Technology (Level 4) or equivalent experience

Essential attributes:

- displays diplomacy and integrity
- takes initiative
- works well in a team and individually
- remains calm under pressure

Declaration:

Administration Manager

Date

Principal

Date