



BOARD OF TRUSTEES

JOB DESCRIPTION

Job Description for:

Position: School Secretary

General Objectives:

1. To conduct an efficient office
2. To provide manaakitanga within the school
3. To maintain the school financial administration
4. To maintain and file staff related details
5. To undertake other duties at the Principal's discretion
6. To uphold the Christian Special Character of the school

Responsible to: Principal and Board of Trustees

Term of Job Description: Permanent Part-time Position

Hours of Employment: 15 hours per week (8.30am-11.30am daily),
Term Time – 40 weeks per year, not including school holidays.

Employment Conditions: Individual Employment Agreement or Support Staff in Schools Collective Agreement

Pay Rate: As per current Support Staff in Schools Collective Agreement

1. Conduct an efficient office

- Typing and filing correspondence as required – correspondence is accurately and efficiently dealt with and responded to by the appropriate people.
- Taking messages, both telephone and hand delivered
- Preparing outward mail and arranging for its post
- Maintaining family (telephone) lists
- Updating relievers lists
- Completing office forms
- Collating roll summaries
- Oversee photocopying – ensure maintenance and efficiency of the photocopier, liaise with the photocopier company in regards to breakdowns and maintenance
- Ensuring cleaner materials for the school are ordered and maintained for the cleaner (check cleaner communication book)
- Arranging repairs of equipment
- Outside agencies – maintain and file paperwork related to outside agencies as requested
- Stationery/uniform sales – maintain stationery stock and manage sales of T-shirts and sunhats.
- School enrolment packs – maintain ready supply of enrolment information and forms ready to distribute to new families.
- Care and maintain plants in school administration areas
- Collecting mail and emails daily

2. To provide manaakitanga within the school

- Enrolling children
- Completing the enrolment follow up
- Keeping school records on the school management system (SMS) – e-tap, ENROL
- Typing, photocopying and distributing school newsletters, uploading on website
- Copying and/or typing of enrolment booklets
- Absences – record, monitor and follow-up on classroom absences on a daily basis, ensuring safety of all our children.
- Introducing visitors and conducting them around the school or directing their enquiries to the appropriate source
- Providing hospitality and welcoming visitors so that all will gain an initial impression of politeness, will feel welcome and will be assured of genuine interest in their requests and enquiries
- Organise foyer displays in office area.
- Manage medications for students as necessary
- Liaising with health services – dental therapist, health nurse, social worker in school
- Attend to sick and injured students – Keep first aid certificate current. Attend to sick or injured students. Contact parents as necessary, record incidents of injury or illness. Maintain supplies and tidiness of the medical cabinet.
- Organise morning tea consumables – all supplies as required
- Ensure the staff dishwasher is run as necessary
- Complete monthly building checks – Signage and means of escape. Sign Argest book and send card off monthly. Help ensure that the daily checks are completed.

3. To maintain the school financial administration

- Manage the accounts of the school
- Collect and bank money and write receipts
- Monitor school purchases – records kept and budgets maintained
- Placing orders for goods

| |
|--|
| <ul style="list-style-type: none"> • Coding of invoices, monthly accounts record kept • Maintaining the school asset register • Liaison with the service provider • Payments made to creditors – account payments prepared, signed, recorded and sent in a timely and accurate fashion • Payments from debtors received, receipted and recorded – all debtor details are kept up to date • Cash handled in an appropriate manner • Bank and Xero online account reconciliations completed • GST returns completed |
| <p>4. <u>To maintain and file staff related details</u></p> <ul style="list-style-type: none"> • Maintain staff data base – all appropriate details of staff employed by the school kept is current • File all SUE reports • Personal information kept appropriately • All time sheets filed • Payroll correspondence – all details of various leave maintained, including relievers employed, duration and types of leave dates taken. Checking and filing of payroll documentation on an on-going basis. |
| <p>5. <u>To undertake other duties at the Principal’s discretion</u></p> <ul style="list-style-type: none"> • Manage school stationery system • Prepare new book resources – stamp and file new school journals • Manage pupil files – e-tap, ENROL • Undertake professional development as required • Publicity and advertising – school newsletter and other notices to parents/caregivers etc consultation with the Principal. Ensure availability of school prospectus and that it is updated annually. Maintain all enrolment material and update annually. |
| <p>6. <u>To uphold the Special Character of the school</u></p> <ul style="list-style-type: none"> • To work as a member of a team, contributing to the total purpose of the school and vision of the school • To be an appropriate role model for the students • To adhere to the Christian Seventh-Day Adventist Special Character of the school |

The job description is the basis for an appraisal carried out each year.

Signed: _____ Lanea Strickland, Principal
 _____ Secretary
 _____ Date