



Naenae College

Principal's Assistant

- Personal Qualities** We are seeking a person who possesses the following qualities:
- excellent interpersonal skills and can communicate effectively across all levels
 - a strong work ethic
 - self-motivated and highly organised
 - a discreet and tactful manner and sound judgement
 - exemplifies the 'Te Whanau Tahi' relational values of the college
 - reliable and flexible
 - resourceful and proactive
 - good presentation
 - an ability to work with others in a small administration team
- Core Skills** We are seeking a person who possesses the following skills:
- strong IT skills with excellent word processing skills
 - competence in print media and website maintenance
 - knowledge of student management systems
 - a strong commitment to the ethos of working in schools
- Tenure** The appointment is for 40 hours per week (term time) plus one week of each school holidays to be worked in negotiation with the Principal
- Hours of Work** Monday to Friday between the hours of 8.25am and 5.00pm with a 35-minute lunch break
- Salary** Negotiable depending on skills and experience but based on Administrative Grade D of the Support Staff in Schools Collective Agreement
- Start Date** Tuesday 21 January 2020
- Applications** Please provide a covering letter, CV and include the names and contact numbers of two referees, one of whom should be the current/recent employer and the Naenae College application form. Applications close at 4pm on 15 November 2019 and should be addressed to: The Principal, Naenae College, P O Box 31-171, Lower Hutt 5040 or by email to admin@naenae-college.school.nz

Principal's Assistant Job Description

Responsible to: Principal

Working Relationships with: Senior Leadership Team, Board of Trustees, Whanau Heads, Business Manager

Hours: 40 hours per week (term time) plus one week in each school holidays, 8.25am – 5.00pm Monday to Friday

PRIMARY OBJECTIVES:

1. To work closely with the Principal and Senior Leadership Team (1 Deputy Principal, 2 Assistant Principals) and the Business Manager to ensure that the Principal's office is efficiently and professionally managed
2. To fulfil the role of Secretary to the Board of Trustees consisting of attending one Board meeting each month to record minutes and various other administration duties
3. To work with the Senior Leadership Team to ensure enrolment procedures for Year 8 students and their parents / caregivers are completed in a timely, efficient and positive manner
4. To liaise and support teaching staff with administration and school correspondence
5. To ensure that safety checks and the Vulnerable Children's Act requirements are met

KEY TASKS	
<p>SECRETARIAL To manage the office of Principal efficiently and professionally</p>	<ul style="list-style-type: none"> ▪ Screen and manage calls, emails and visitors and refer to other staff or respond where appropriate ▪ Receive mail for Principal ▪ Manage the Principal's diary, schedule appointments and meetings ▪ Prepare correspondence, newsletters etc. and keep minutes of meetings as directed by the Principal ▪ Review, update, develop and manage efficient office systems, files and processes ▪ Liaise with staff, caregivers and outside agencies as required ▪ Contribute to the maintenance of the school website to ensure it is kept current and up to date ▪ Proof and edit all school publications, outgoing school correspondence ▪ Support preparation of PowerPoint presentations for meetings and assemblies
<p>BOARD OF TRUSTEES SECRETARY To provide secretarial support to the Board</p>	<ul style="list-style-type: none"> ▪ Prepare and circulate agenda, correspondence and meeting papers ▪ Attend meetings and take minutes ▪ Draft correspondence and circulate to all meeting documentation to Board members in a timely manner ▪ Liaise with BOT to assist with the actioning of decisions and effective communication. ▪ Liaise with Board members to set up disciplinary meetings as required ▪ Manage and promote the BOT Student election process

KEY TASKS	
STUDENT ENROLMENTS To manage enrolment procedures of Year 8 students	<ul style="list-style-type: none"> ▪ Mail out Prospectus and enrolment form to all Year 8 students at local intermediates ▪ Liaise with and support the DP with responsibility for enrolment for all correspondence and administration tasks ▪ Liaise with local Intermediate schools ▪ Update enrolment forms ▪ Correspond with parents to confirm enrolments
Senior Leadership Team Work closely with the Senior Leadership Team	<ul style="list-style-type: none"> ▪ Other duties carried out efficiently and promptly as requested by Senior Management Team ▪ Work with DP in control of weekly school procedures and terms' events ▪ Preparation of Closing Ceremonies, Merit Assemblies, graduation and all associated paperwork ▪ Assist with the updating of all school documentation
KAMAR (SMS) Assist with enrolments and student data management	<ul style="list-style-type: none"> ▪ Update teacher contact details as required. This includes emergency contact information ▪ Manage student enrolments and enter student disciplinary actions on ENROL
PERSONNEL Communicate effectively with all College staff	<ul style="list-style-type: none"> ▪ Develop and maintain good working relationships with fellow staff members (both teaching and administration) ▪ Liaise and work with/assist other Administration team members as required ▪ Work with the Principal to manage recruitment processes for teacher and support staff vacancies ▪ Manage teacher registrations as required ▪ Update staff lists and contact details ▪ To update and maintain police checks on all support staff and safety checks on all new staff.