

Administration Officer (Term Time only)

POSITION DESCRIPTION

DATE: 16 November 2018

REPORTING TO: Executive Officer

AGREEMENT: Support Staff in Schools Collective Employment Agreement or IEA

GRADE: C

Role specific and technical requirements

DEMONSTRABLE KNOWLEDGE/EXPERIENCE:

- Knowledge and competence with Moneyworks, Kamar, Microsoft Applications and on-line and web-based environments
- Experience working as part of a team to achieve results

Core Competencies for Staff

PARTICIPATING AND CONTRIBUTING - *demonstrating the ability to respond appropriately as a team member and to make connections to others*

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| <ul style="list-style-type: none">• Supports and models the school's values at all times• Supports the school's policies and procedures• Shares information with others• Displays integrity and takes responsibility for own actions• Understands the concept of work/life balance• Makes good decisions• Respects diversity | <ul style="list-style-type: none">• Participates in personal development• Accepts and manages personal responses to change in a positive manner• Strives for excellence and perseveres in the face of difficulties• Works collaboratively as a team member• Appreciates, understands and applies a multi-cultural perspective within the school• Strives to use correct Maori and Pasifika pronunciation |
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THINKING AND COMMUNICATING - Using creative, critical, metacognitive and reflective processes to make sense of and question information, experiences and ideas. These processes are used for developing understanding, making decisions, shaping actions, or constructing knowledge.

Verbal

- Conveys information clearly, logically and accurately (e.g. meetings, discussions, phone calls)
- Listens and asks questions to maximise understanding
- Actively listens to what others have to say
- Uses relevant verbal and non-verbal clues to check for understanding

Written

- Writes in an appropriate manner so material is easily understood
- Written work is accurate
- Work is checked before distribution

Problem solving

- Collects data relevant to the issue
- Completes analysis of data
- Applies judgment when making a decision by considering all implications
- Consults/seek assistance when necessary
- Keeps appropriate people informed during the decision making process

MANAGING SELF - being responsible for the delivery of the work requirements and maintaining ethical standards

- Accepts ownership for finishing work started and delivering to commitments
- Uses time productively
- Has a 'can do' attitude
- Establishes systems and methods for documentation to provide an audit trail and future reference
- Plans and organises tasks on a day-to-day basis to achieve results

- Pays attention to budgets and makes savings where possible
- Checks for agreement and approval before acting and seeks assistance when required
- Constructively challenges others who talk about people behind their backs
- Is aware of the effects their words and attitudes have on others
- Maintains own well-being

RELATING TO OTHERS - achieves objectives through working as part of a team, freely sharing knowledge and using others strengths

- Actively builds positive and productive working relationships
- Is approachable, open, non-defensive and transparent in their dealings with others

- Shares relevant knowledge with others
- Accepts constructive criticism and learns from it
- Shares credit with others

Job Purpose

The primary purpose of this position is to provide high quality administrative and financial support services to meet the ever changing needs of the school. The incumbent will be required to build strong relationships with the staff the school.

Key Responsibilities may include

Assist with school administration

Reception

Assist with school finances

Assist with school events

Maintain the Systems Manual

Assist with first aid

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