



September 2019

PONSONBY PRIMARY

Office Manager / Principal's P.A.

Position Grading

Salary for this step is level 4 or step D in the Support Staff Collective which lists capabilities as:-

The position requires the ability to identify and resolve complex problems. The position requires the use of specialist skills and knowledge to anticipate, identify and resolve complex problems. Degree of freedom to act independently. The position allows for initiative and flexibility in carrying out duties and tasks, including implementing procedures and adapting these to suit particular situations. The position also involves the development and maintenance of procedures and/or systems as required, as well as ensuring these are effective and followed appropriately. Degree of accountability. The position occasionally involves supervision and/or oversight of others' work. The position usually involves supervision and/or oversight of others' work. The position is likely to involve management of 2 staff.

Salary

\$50,000- \$60,000 per annum. During school terms 40 hours weekly and negotiated 4 weeks during semester breaks, although school holidays can be negotiated.

Start date to be negotiated but 14th October would be most suitable.

Applications to the Principal

Dr. Anne Malcolm

The Principal

Ponsonby Primary School

Curran Street

Herne Bay

AUCKLAND

Or via email amalcolm@ponsprim.school.nz



Ponsonby Primary School

Application and Consent Form

To: The Principal
Ponsonby Primary School
44 Curran Street,
Herne Bay
Auckland.

The successful applicant's application information will be kept in a confidential file, which will be freely available to that person during their employment with the school.

The information you supply will be confidential to the Board of Trustees and its appointing agents.

Convictions Against The Law, Restrictions of Employment

All staff working in a school must provide evidence of a current clear police vet. It is a requirement that the school carry out a police vet once successful.

Personal Specification

Office Manager / Principal's P.A

Some of the qualities and personal attributes we seek at this school:

- Open to new ideas.
- Able to use initiative.
- Interested in seeing children to do well at school.
- Respects children and their parents and promotes children's self-esteem.
- A clear communicator.
- Ability to relate to other staff members.
- Polite and well mannered with face to face and written communication.
- A sharing & supportive person.
- A person with a sense of humour.
- Is able to prioritise work within the day and over each term.
- Can cope with many disruptions to planned work.
- Self Care is a priority-knows how to balance work and home.

We are looking for a person who believes they can fit into the culture of the school. A hard worker with high expectations of themselves and others. This special person must value themselves and others.

We require someone who:

- Is professional, honest, loyal, respectful and trustworthy;
- Enjoys variety in their day;
- Has a 'can do' attitude;
- Can work unsupervised, take direction and delegate;
- Is flexible, able to prioritise, multi-task and work under pressure;
- Has a great sense of humour.

Responsibilities of the role include:

- Administrative support to the Principal and Senior Leadership Team;
- Managing the administration team (receptionist, and Resource room teacher aide);
- Reception when needed, Board Secretarial and First Aid Duties;
- Implementation of school documents/policies and procedures.

Skills required include:

- Excellent communication and interpersonal skills;
- Outstanding attention to detail;
- High standards of presentation of all documentation;
- A high level of loyalty, discretion, and respect for people and the community we serve;
- A flexible, proactive approach to work, including the ability to multi-task, prioritise and re-prioritise to achieve successful outcomes;
- Ability to deal with sensitive information and to maintain confidentiality at all times;
- Excellent IT skills including very good working knowledge of spreadsheets, presentation tools and Google Docs.

Message to Applicants

We welcome you visiting our school and if you wish to find out more. We are seeking an experienced administrator who wants to be part of our busy and exciting school community.

To arrange a time to visit email Anne Malcolm amalcolm@ponsprim.school.nz or call Anne on 027 492 6060.

Our school vision for all staff is:-

Ponsonby Primary is a place for learning, opportunities and personal bests.

Job description: Office Manager / Principal's PA

Accountable to: Principal

FUNCTIONAL RELATIONSHIPS WITH: Part time receptionist/ office support person, Accounts person, Board of Trustees members, Commercial organisations ,Staff, Public Health Nurse, Dental Therapist, Parent support group members, School lunch contract personnel and parents, school staff and students.

KEY TASKS

1. Act as the personal secretary to the principal- scheduling appointments and calendar management for both school and Principal
2. Assist in liaising with parents concerning children and general matters.
3. Responsible for maintaining all pre-enrolments, including appointments for enrolments, appointments for visits, all relative correspondence and induction notices.
4. Maintaining all correspondence and setting up the ballot for out-of-zone children.
5. All tasks associated with enrolling and withdrawing students using ETAP. This involves organizing student visits, enrolments and student data entry.
6. Liaising and carrying out all International Student Enrolments including Enrolment meeting – in conjunction with Deputy Principal
7. Keeping up to date and current all information and packs for fee paying students
8. Roll returns and Annual returns for Ministry of Education using SMS system- presently ETAP
9. Coordinate ordering all school and office stationery including beginning year orders.
10. Ordering of other items and services (external contractors) as required by the school.
11. Helping to maintain and keep up to date the school website.
12. Overseeing and ensuring the weekly pushout goes out smoothly in conjunction with the Principal- involves accurate proof reading.
13. Preparing general typed items required for the work of the school.
14. Liaising with the parent support group PPSG and their needs in particular with office
15. Providing information for monthly reports to the Board of Trustees
16. Typing any orientation booklets for incoming staff, meeting agendas and minutes and other school documents such as overviews and home information sheets.
17. Typing of all outward correspondence and notifications for the principal.
18. Receptionist duties when needed.
19. First aid 8.30 a.m. to 3.30 p.m. when required
20. Maintaining reports for relieving teachers, caretakers, cleaning and support staff.
21. Administration concerning children's absences and lateness in liaison with part time staff member.
22. Sales of stationery and school clothing
23. BOT secretarial support when required

HOLIDAYS

Statutory holidays and 4 weeks annual holiday leave as agreed with the Principal-taken during school holiday times. (Note school manager role as with the teachers works during holidays as needed or in agreement with the principal)

SICK LEAVE

As per Award

MOTOR VEHICLE ALLOWANCE (when using car on school business):

58 cents per kilometre.

SALARY:

\$50,000- \$60,000 negotiable

TERMINATION OF EMPLOYMENT

One month's notice by either the employee or the Board of Trustees, to the other party.