

**Application Information:
Maunu School Office Assistant**

Position: Office Assistant - permanent

Reporting to: Office Administrator; Principal

Pay Scale: Grade B Administrative scale. Hourly rate depending on experience and qualifications.

Hours: 8.30am - 3.15pm daily; (or equivalent negotiated);
Monday - Friday during school term time. (Some additional hours during term breaks will be required)

Start date: 6 April if possible; otherwise 28 April.

Key Attributes, skills and experiences:

- A background in administration (preferably in a school office but not essential)
- Honesty and reliability
- Adaptability and flexibility
- Excellent communication skills: clear, friendly and pleasant - is easy to approach and builds rapport well
- Ability to work under pressure
- Excellent time management skills with a strong work ethic
- Confidentiality
- Excellent computer skills and ability to learn quickly. Proficient in Google suite, WORD and EXCEL
- Enjoy working with and for children, families and whanau and other staff
- An ability to work as part of a high performing team
- Cultural understanding and sensitivity

Task Description and Responsibilities:

- Maintain student records on eTap, including attendance, student records, enrolments, reports
- Management of the school enrolment scheme, including enrolment of new students
- Welcome all visitors in a polite, friendly and professional manner
- Manage school reception counter, meeting and greeting visitors, students, parents/caregivers and staff
- Receive incoming phone calls and emails and respond in an efficient and timely manner
- Ensuring up-to-date information is available to parents in various forms (school app, website, emails, newsletters)
- Compile the school newsletter and distribute
- Maintain the school's website to ensure information is up-to-date and accurate
- Manage medication brought to school by students, maintaining sickbay and accident register, dealing with illnesses and accidents, contacting parents. A current first aid certificate is required. Training will be provided and the cost covered by the school.
- Maintain the first aid kits, ensuring they are stocked appropriately and available for trips and EOTC events
- Maintain new entrant health and immunisation records and liaise with the Public Health Nurse as required
- Maintain daily attendance procedures to ensure the whereabouts of all absent children is checked and recorded
- Complete the Ministry of Education roll returns March and July
- Maintain Enrol database to ensure requirements are met

- Responsibility for monies processed through the school office, including school trips, camps, donations, fees, book club etc
- Ensure all money received is receipted correctly
- Support Office Administrator in reconciling banking
- Responsibility for school photocopiers - maintenance, use etc
- Contribute to the wider life of the school and attend whole school events as requested by principal or office administrator.
- Cover the role of other office staff when they are away
- Additional duties as requested and negotiated (within reason) by principal and/or office administrator.