



**Waitaki Valley School**

1 Settlement Road

KUROW 9435

Phone (03) 4360 660

Email: [principal@waitakivalley.school.nz](mailto:principal@waitakivalley.school.nz)  
[www.waitakivalley.school.nz](http://www.waitakivalley.school.nz)

August 2019

Dear Applicant,

We are looking for someone to fill the permanent role as the School Administrator in our school. This is a pivotal position, where you are often the first 'face of the school' to visitors, the person who is often expected to know everything going on in our school, the band aid applier and the person who keeps the financials sorted! This isn't a role for the faint hearted - it is a role that requires someone on 'top of their game' every day! While being a relatively demanding job, it is also a very rewarding position.

This position is for 32.5 hours per week (8.30-12pm, 12.30-3:30pm Monday-Friday), beginning Term 3 2019. Preferably we would like the new person to have some 'orientation' time late in Term 2 with our current office administrator, and some part time hours to orientate yourself around the office prior to school starting.

Our school is very community based and caters for an increasingly diverse range of students.

I am happy to field enquiries, or for potential candidates to visit our school to see it in action. We have a stimulating work environment that many people would love to work within.

We look forward to receiving your application.

Kind Regards,

Matt Bokser  
Principal



## **ADVERTISEMENT**

### **Office Administrator – Permanent position**

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This is a pivotal position, where you are often the first 'face of the school' to visitors, the person who is often expected to know everything going on in our school, the band aid applier and the person who keeps the financials sorted! This isn't a role for the faint hearted - it is a role that requires someone on 'top of their game' every day. While being a relatively demanding job, it is also a very rewarding position.

Key roles include reception, financial systems, administration, first aid, record keeping and managing the sale of stationery and uniforms.

This is for 32.5 hours a week, during school terms, with some additional hours required in the holidays.

Applications close 10<sup>th</sup> September 2019. School visits are welcome and can be arranged by contacting the Principal, Matt Bokser. Application packs are available on our website [www.waitakivale.school.nz](http://www.waitakivale.school.nz) or by emailing the Principal, [principal@waitakivale.school.nz](mailto:principal@waitakivale.school.nz).



## **PROPOSED APPOINTMENT TIMELINE**

Advertised in Oamaru Mail	30 <sup>th</sup> August + 7 <sup>th</sup> September
Advertised in Otago Dailey Times	31 <sup>st</sup> August + 8 <sup>th</sup> September
Applications close 12pm	10 <sup>th</sup> September
Shortlisting and interviews	11 <sup>th</sup> -14 <sup>th</sup> September
Position Commences*	14 <sup>th</sup> October

\*Orientation Visits encouraged in build up to the position commencement

## WAITAKI VALLEY SCHOOL - SUMMARY APPLICATION FORM

Position applied for: **Office Administrator**

### PERSONAL DETAILS:

Name:

Address:

Contact Phone Numbers: Home (0 )

Work (0 )

Cell (0 )

Email

### EMPLOYMENT HISTORY:

Position	Workplace	Date of Service

### REFEREES: Please complete ALL contact details.

(1) Name:

Address:

Contact Phone Numbers: Home (0 )

Work (0 )

Mobile (0 )

Relationship to Applicant:

Email:

(2) Name:

Address:

Contact Phone Numbers: Home (0 )

Work (0 )

Mobile (0 )

Relationship to Applicant:

Email:

## WAITAKI VALLEY SCHOOL - APPOINTMENT DECLARATION

1. Are you a New Zealand Citizen?	YES	NO
2. If not, do you have resident status, or	YES	NO
3. A current work permit?	YES	NO
4. Have you ever had a criminal conviction? <i>(Convictions that fall under the clean slate scheme do not have to be disclosed)</i> If 'Yes' please provide dates and details of the offence on a separate sheet.	YES	NO
5. Have you ever received a police diversion for an offence? If 'Yes' please provide dates and details of the offence on a separate sheet.	YES	NO
6. Have you been convicted of a driving offence which resulted in temporary or permanent loss of licence or imprisonment? If 'Yes' please provide dates and details of the offence on a separate sheet.	YES	NO
7. Are you awaiting sentencing/currently have charges pending? If 'Yes' please provide dates and details of the offence on a separate sheet.	YES	NO
8. Have you been the subject of any concerns involving student safety? If 'Yes' please provide dates and details of the offence on a separate sheet.	YES	NO
9. In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and ability to do the job? If 'Yes' please provide dates and details of the offence on a separate sheet.	YES	NO
10. Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, repetitive strain injuries or stress, which the demands of this position may aggravate or contribute to? If 'Yes' please provide dates and details on a separate sheet.	YES	NO
11. Do you have a current New Zealand driver's licence?	YES	NO

### PRIVACY ACT 1993 (To be signed by the Applicant)

This application is submitted with the understanding that any information given is for the use of the employer and their authorised representatives who may at any time have access to this information. Furthermore, consent is given for members of the Waitaki Valley School Appointments Committee to make enquiries of my present or past employers or colleagues, or any other person or organisation who they feel may assist in establishing my suitability for the position.

**APPLICANT'S SIGNATURE:**

**DATE:**

### DECLARATION

I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct.

**APPLICANT'S SIGNATURE:**

**DATE:**

**OFFICE USE ONLY** DATE APPLICATION RECEIVED:

**PLEASE ATTACH A DETAILED CV CLEARLY STATING RELEVANT EXPERIENCE AND SKILLS**

**NOTE: - If completing this electronically, the original, signed, hard copy must be provided**



## **JOB DESCRIPTION –2019**

### **Office Administrator – Permanent Position**

**Responsible to: Principal**

**Employed by: Waitaki Valley School Board of Trustees**

**Functional Relationships with: Principal, School Staff, School Community, Visitors to the school**

32.5 hours per week (plus additional hours as required).

Rate of pay: Negotiable according to Support Staff in Schools Collective Agreement (revised 2018). (27 ½ hours \$19.48/hour, 5 hours from \$22.24/hour). Health and Safety hours as agreed with Principal on Timesheet.

NZEI Members employed under the conditions of the Support Staff Collective Agreement.

## **PERSON SPECIFICATION**

### **KEY ROLES/DUTIES**

- Reception
- Financial Systems
- Administration
- First Aid
- Record Keeping
- Manage stationery and uniform purchases and sales
- Board of Trustees Minute Secretary
- Health and Safety

### **ESSENTIAL SKILLS AND ATTRIBUTES**

- Confidential
- Well organised
- Excellent time management skills
- Punctual
- Meet deadlines
- High level of computer competence
- Team player
- Articulate communicator
- Ability to work collaboratively as part of a team and within school-wide systems.
- Accurate and precise in all that you do
- A willingness to be involved school activities
- A sense of humour

Key Role	Outcomes
Reception	<ul style="list-style-type: none"> <li>● Receive visitors to the school, make them feel welcome and offer assistance where necessary.</li> <li>● Monitor incoming phone calls in a friendly and courteous manner, directing appropriate calls to the Principal and staff for action.</li> <li>● Screen Principal from minor interruptions.</li> <li>● Maintain the reception areas as a tidy, inviting environment.</li> <li>● Receive and process student enquiries and needs, in a friendly and courteous manner.</li> </ul>
Financial Systems	<ul style="list-style-type: none"> <li>● To count, receipt and code all monies received.</li> <li>● To collate invoices and statements, coding (in consultation with Principal) and ensure signing of invoices by person responsible.</li> <li>● Issue accounts to debtors and keep records.</li> <li>● Reconcile Bank Accounts weekly.</li> <li>● Liaise closely with the Board of Trustee Treasurer and Principal regarding movement of money to and from Investment Accounts.</li> <li>● Write cheques and prepare internet payments for 20<sup>th</sup> each month (and at other times as required).</li> <li>● Input data and maintain records of income and expenditure to audit standards.</li> <li>● Provide Principal and other budget holders with ledger printouts as requested.</li> <li>● Provide Solutions and Services with the relevant information for them to prepare Financial Reports for Board of Trustee Meetings.</li> <li>● Prepare GST Returns.</li> <li>● Assist Principal as required in preparation of yearly Budgets.</li> <li>● Assist with Annual Audit as required.</li> <li>● Maintain all files of accounting and financial records.</li> <li>● To submit all accountability reports for successful funding applications.</li> <li>● To communicate as required with Solutions and Services.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>● Filing.</li> <li>● Attending to necessary administration duties.</li> <li>● Newsletter.</li> <li>● School website.</li> <li>● To type, reproduce and store material as per priority agreed with the Principal.</li> <li>● Carry out administrative tasks as required by Principal.</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>● Maintain an up to date First Aid Certificate - costs to be met by school.</li> <li>● Administer first aid and immediate care to students in the event of sickness or injury within the school.</li> <li>● After consultation with the class teacher, contact patient's parent/caregiver if necessary.</li> </ul>
Record Keeping	<ul style="list-style-type: none"> <li>● To maintain up to date and accurate records of Waitaki Valley School.</li> <li>● To maintain an efficient general record and information systems involving such things as: <ul style="list-style-type: none"> <li>■ Admissions and withdrawals.</li> <li>■ Bus/class/family lists.</li> <li>■ Attendance management.</li> <li>■ Monthly building compliance.</li> </ul> </li> </ul>
Stationery and Uniform	<ul style="list-style-type: none"> <li>● To order stationery and uniform stocks as required.</li> <li>● To price and store resources.</li> <li>● To do an annual stock take of uniform.</li> </ul>
BOT Minutes Secretary	<ul style="list-style-type: none"> <li>● Distribute the agenda prior to the meeting</li> <li>● Be in attendance at Monthly Board of Trustee Meetings.</li> <li>● Record accurate minutes</li> <li>● Distribute minutes to BOT members</li> <li>● Upload reports, minutes and other relevant material to the BOT website</li> </ul>
Payroll	<ul style="list-style-type: none"> <li>● To begin to implement relevant timesheets and forms through NovoPay</li> <li>● To code and balance the relevant staffing codes</li> <li>● To carry out Start of Year and End of Year NovoPay processes.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>● Develop/Refine Health and Safety Systems as per 360 Solutions Recommendations</li> <li>● Keep Registers &amp; checks up to date</li> <li>● Report to the Board</li> </ul>