

Wakari School

Application Pack:

Permanent

Office Administrator

Wakari
School



Happy Confident Learners

7 May 2018

Office Administrator: Permanent Position

Hello

Thank you for expressing interest in the position of Office Administrator (Permanent). Please find enclosed the following:

- General information relating to the position, including appointment timeline
- General description of the school and its community
- Application form

A short letter of application outlining relevant skills / experience and C.V. should be included with your application.

All applications to be sent electronically to office@wakari.school.nz, or posted to:

The Principal
Wakari School
150 Helensburgh Road
Dunedin

Applications close at 4pm on Wednesday 23rd May 2018

Kind Regards

Chris Smith
Principal

JOB DESCRIPTION

Primary Objective :

To carry out various administrative duties, supporting the smooth running of the school.

KEY TASKS

1. Pupil Information

- Maintain accurate computer database of expected pupil enrolments, pupil information, processing admissions and withdrawals through the Enrol database. Class lists are updated and placed into relevant folders.
- Supply new entrant teacher aide with cradle roll - fortnightly prior to little learners.
- Make up enrollment packs as required.

2 Payroll

- Keep records and advise Novopay weekly regarding relieving teachers.
- Collect and ensure timesheet for support staff is signed by employee and principal then process into Novopay.
- Advise Novopay of any staff changes – new, leavers, change of hours, change of details – by completing the relevant forms having them signed and then email to Novopay.
- Advise Novopay of any leave taken by employees get relevant form signed by employee and attach to the relievers form.
- Check attestation report fortnightly.
- Check SUE report Thursday, Monday and Tuesday prior to payday for accuracy. Principal to sign SUE report, Banking Staffing Report, Transaction report.
- File reports and Novo forms by pay period.
- Check email and Novopay website daily for any alerts from Novopay.
- Complete EOY and SOY teacher requirements.

3 Stationery

- Organise beginning of year pupil stationery orders and sales to pupils.
- Periodically check bookshop tidiness with pupil monitors.
- Stocktake bookshop at end of year.

4 Financial Duties

- Manage Camp accounts
- Receipt incoming money, except bookshop and class payments
- Responsible for school banking

5 Mail Duties

- Open mail and packages daily
- Distributing incoming mail as appropriate

6 Board of Trustees Duties

- Collation / copying / distribution of Board information / BoT secretary duties

7 Reception

- Take phone calls ensuring messages get to appropriate person.
- Greet visitors in a friendly manner and take through sign in procedure
- General reception duties

8 School Secretarial Duties

- Assist Office Manager with clerical tasks as required, including first aid.

Hours of Work : 25 per week (minimum). Term time only.

4 days per week (Tuesday - Friday - actual times negotiable)

Our Proposed Appointment Timeline is:

Job Advertised	7th May 2018
Applications close	23rd May at 4pm
Short listing	24/25 May 2018
Interviews	28 May 2018
Provisional appointment offered	1st June 2018
Position starts	25 June 2018
Unsuccessful applicants notified	4th June 2018

Statement about our School

At Wakari School we promote our values of Honesty, Manners, Respect, Co-operation and Kindness.

Children are expected to follow these. As a family-oriented school we promote and encourage parental involvement. The assistance of parents is valued and is vital to the ongoing success of the school, for example, school camps, class trips, swimming, family events, etc. Our school has a proud tradition of community involvement stretching over 150 years.

We aim to provide children with the means to achieve their best in a caring and secure environment. Wakari children benefit from a true team approach. We have a very dedicated and committed Board of Trustees, another hard-working group of parents form the Home and School Association and still a wider group of parents assist with regular trips, camps and special classroom activities.

Combining with this widespread community support is a stable, experienced and well-qualified staff of teachers and dedicated support personnel. Together, the whole school community has an enviable reputation for a forward-looking and innovative school culture. High expectations, well-organised classrooms and whole-school commitment to a positive, respectful environment promote high standards of behaviour, personal growth and excellent standards of achievement.

Those currently involved in the Wakari School community contribute to an ongoing cycle of school improvement, building on successes of the past.

APPLICATION for APPOINTMENT



PERSONAL DETAILS:

Name: _____

Address: _____

Phone Numbers: Home: Work: Fax:

Email: _____

PRESENT POSITION:

School/Company: _____

Position: _____

Time at this position: _____

EDUCATIONAL QUALIFICATIONS:

Certificates, degrees, or other qualifications

EXPERIENCE:

Position	School	Duties	Commenced/Ceased
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(applicants are requested to fill in this section and not write "see CV")

NAMES OF REFEREES:

Name: _____

Address: _____

Home phone: _____

Work phone: _____

Fax No: _____

CONFIRMATION

- A. I certify that the information given in this application and curriculum vitae is, to the best of my knowledge correct. I understand that this may be verified.
- B. In accordance with the Privacy Act, I authorise the Board of Trustees to
 - obtain further information from the referees listed, and
 - consent to the referees disclosing such information to the Board.
- C. I also authorise the Board of Trustees to make other enquiries as they see fit in relation to my application and consent to the disclosure of information to the Board of Trustees by such persons of whom enquiry is made on matters pertinent to the job description.
- D. Have you ever been convicted of an offence against the law (excluding minor traffic violations) ? Yes/No

Applicants Signature: _____ Date: _____

THANK YOU FOR YOUR APPLICATION

-----[OFFICE USE ONLY]-----

Date received: _____ Time: _____