



# TURAKI SCHOOL

Tumoana Street  
Taumarunui 3920

E-mail: [principal@turakiprimary.school.nz](mailto:principal@turakiprimary.school.nz)

## Job Description

### Office Administrator/Receptionist

**RESPONSIBLE TO:** The Board of Trustees, The Principal

**CONDITIONS OF EMPLOYMENT:** Paid under the Support Staff Collective Agreement. This job description will be reviewed annually.

Your remuneration will be a minimum of \$28 - discussed further on appointment

#### HOURS OF WORK:

Monday to Friday 8.30am - 3.30pm 30 hours per week. Hours of work to be during school terms only, but wage annualisation is an option. Extra days will include up to a week before school commences at the beginning of each year.

#### RESPONSIBILITIES AND KEY TASKS:

The school office is a busy place with no day being the same. This job description covers the main tasks to be completed, but as can be expected in a school office environment, there will always be unwritten items.

You will work alongside the full time finance administrator and complete the following duties.

#### Administration duties:

- Operate the school reception counter to meet and greet visitors in a warm, helpful and welcoming manner.
- Operate the school phone system and transfer calls to the appropriate person.
- Meet and enrol new children and families to the school. Liaise with the principal around this process.
- Liaise with the New Entrant teacher and/or Principal regarding the transition to school programme and liaison with kindergartens, child care centres, kohanga reo and pre-schools to ensure an accurate list is maintained and updated.
- Maintain a suitable supply of up to date school enrolment packs.
- Maintain new entrant health and immunisation records and liaise with the Public Health Nurse regularly.
- Operate the children's reception counter and provide assistance or support in a caring and helpful way as needed.
- Operate the class communication system to ensure all notices and messages are delivered daily in a timely manner.
- Maintain students' records using the Enrol database. This will include all student files, daily attendance and behaviour recording.
- Maintain daily attendance procedures using the Enrol database to ensure the whereabouts of all absent children are checked and recorded.
- Ensure that all absences are followed up with a telephone call home in an efficient and timely manner.
- Print morning and afternoon attendance records for the daily evacuation folder once attendance processing has been completed.
- Complete the Ministry of Education Roll returns in March and July.
- Maintain the Ministry of Education Enrol database to ensure all Ministry of Education requirements are met.
- Distribute the weekly school newsletter, paper copy and electronic copy.
- Contribute to (with other staff) the school website and email/text/social media feeds to regularly include notices, updates and answer any questions.

- Operate the school sick bay in a kind and caring manner, to ensure children are medicated, first aid is provided and where necessary, parents are contacted. A first aid certificate will be required. Training will be provided and the cost will be covered by the school.
- Operate the school first aid kits and ensure relevant kits are prepared for particular EOTC events.
- Ensure the sickbay and first aid kits are stocked appropriately.
- Operate the admin storage cupboard to ensure an efficient, effective and tidy storage system is in place.
- Complete any typing, filing, and copying, secretarial/admin work as requested by the Principal/Deputy Principal (and on occasion Teaching Staff).
- Operate the school staffroom including purchasing morning tea supplies.
- Operate and process all school mail.
- Order all paper supplies and oversee copier functions and liaise with providers where necessary.
- Operate and maintain school stationery sales including ordering and purchase, storage, sales to families and annual stock-take. (Most stationery is purchased by families directly from Paper Plus).
- Operate the school lucky book system.
- Maintain the school asset register and include all new items purchased.
- Complete the annual asset register stock-take and update the register.
- Oversee the archives file and ensure suitable copies of photos, documents and memorabilia are filed.
- Contribute to the wider life of school and attend whole school events as requested by the principal.
- Cover the role of the other office staff member when they are at lunch. The same applies to this position when the lunch break is taken.
- Any additional duties as requested and negotiated by the Principal.

#### **Lunch order duties:**

- Take orders from children
- Calculation and collection of money from orders
- Ensure stocks are on hand and stored safely

#### **Resource/Library Management duties:**

- Process and catalogue new resources for staff
- Stamp and box Journals, School Journal Story Library books and other resources
- Complete and return photocopying as required
- Provide staff with available resources, including library books to support learning programmes
- Ensure resources are issued and returned using school-based procedures
- Maintain resources tidily and orderly manner, ensuring sets are kept separate and complete
- Process and catalogue new library purchases
- Maintain the library environment in a neat and tidy condition
- Maintain library materials (i.e. books, magazines, CD – Rom etc) in a neat and tidy condition
- Provide staff with overdue lists of resources
- Follow up overdue resources
- Maintain entries on the Library manager programme and complete all returns
- Assist with the running school Book Fairs
- Manage all aspects of the Duffy Book programme

#### **APPRAISAL:**

You will be appraised through the regular cycle of review, managed by a member of the Senior Leadership Team with this delegated authority.