



**Riverdale School
Office Administrator 2022**

Job Description 2022

The Office Administrator's role is a vitally important role to both the operation of the school as well as the first impression parents and visitors get of the school.

You should create a positive and welcoming atmosphere for all visitors to the school.

Position Title:	Office Administrator
Responsible to:	Principal
Step and Grade 2022 Negotiated based on experience and current rate.	Grade Step
Tenure	Permanent Term Time only employee (42 weeks) Additional hours to be negotiated To start 3 days before Term1 begins To end up to two days after school ends in Term 4 Potential to work 1 - 2 days as required during term breaks.
Hours	Monday 8.30am - 3.30pm Tuesday 9.00am - 1.30pm Thursday 9.00am - 1.30pm Friday 9.00am - 1.30pm Total per week = 20.5 hours
Key Responsibilities	See attached Sheet
Signed Office Administrator Date:	
Signed Principal Date:	

Office Administrator

Staff Code of Conduct

Each Board of Trustees Member, Staff Member, volunteer at Riverdale School is required, in carrying out his or her duties to;

- Promote the school in a positive manner and work actively to uphold the image of the school in the wider community.
- Show warm, professional, positive relations with staff, students and parents.
- Work cooperatively; sharing workload, planning and resources as necessary, meeting deadlines and willingly implementing majority decisions.
- Be punctual.
- Present a rolemodel for students in terms of personal actions.
- Uphold our school charter – in particular our vision and strategic goals.
- Focus on the needs of students to ensure their learning is the highest priority.
- Respect Each student's dignity, rights and individuality.
- Ensure that students are in a safe environment.
- Ensure confidentiality at all times.
- Respect the integrity of staff, trustees, parents and students.
- Work cooperatively with others.
- Demonstrate a commitment to continuing personal and professional growth and development.
- Have an understanding of and commitment to Equal Opportunities and Equal Educational opportunities.
- Fulfil the intent of the Treaty of Waitangi.

Specific Duties & Responsibilities

Reception / Administration	
You should create a positive and welcoming atmosphere for all visitors to the school and all children coming to the office.	
Be sensitive to people's needs - take time to listen.	
Answer phone calls in an efficient, friendly and warm manner. Calls are not to be transferred to classrooms in school time, unless urgent.	
Keep reception clean and tidy. Clear of any clutter.	

Manage emails in an efficient manner - either respond appropriately or forward to other staff as required.	
Communicate with any outside agency on behalf of the Principal or other staff in an efficient manner and maintain records of responses.	
Ensure that stationary and all office supplies are ordered in a timely manner and available to staff when required.	
Oversee the student stationary order for the following year through Office Max. (Govt Procurement Contract)	
Ensure the Newsletter is edited and published. Sent via email to parents and electronically on the school's website and App.	
Ensure the school mail is collected and actioned.	
Ensure the photocopier is always supplied with toner and paper. Liaise with Ricoh as necessary for any copier faults.	
Liaise with Public Health Nurses, Dental Technicians, Hearing / Vision Technicians and any other external support agency as appropriate.	

Office Management / Systems	
Use Google Documents as the prime avenue to store and retrieve files. Maintain these folders in an orderly manner. Provide a clear and concise file name for each document so that it can be searched.	
Use the 'Office Suite' of Word and Excel as required.	
Use HERO, as our Student Management	

System.	
Maintain efficient filing systems for any hard copies required.	

Student Information Management	
Complete the enrolment administration procedure for all new students to the school, including entering data into ENROL. Verify appropriate visas are held and Birth Certificates and other documents are sighted and photocopied.	
Ensure that all new enrolments meet the school's Enrolment Scheme' guidelines.	
Ensure the accuracy of all information entered into HERO for every child.	
Ensure the privacy of any information held by the school is not compromised.	
Support new parents to set up and use the school's App.	
Ensure the recording of student absences on HERO. Submit MOE Attendance reports as required and report to the Principal about instances of poor attendance.	
Ensure relevant confidential, legal, custody information is recorded appropriately following procedures.	
Support the Principal to prepare official returns. Eg Roll Returns	

Board Administration	
Ensure all Board mail is filed and then distributed to Board members electronically as required.	
Distribution of agenda and then minutes of Meetings. Compilation of the meeting folder	

and distribution of any correspondence and reports.	
Optional: To act as the Board Secretary. Attend monthly meetings and maintain minutes.	

First Aid	
Obtain and maintain a current First Aid Certificate.	
Maintain the First Aid supplies and order as necessary, within the allocated budget.	
Provide appropriate First Aid for any injured child and if appropriate arrange further care. Record injuries. Contact parents where appropriate but always where there has been a head knock. Inform the Principal and child's teacher of any child who is sent home or has a significant injury.	
Maintain up to date individual medical plans for students who need them. A copy should be on display in the Sick Bay and staff informed of the plans.	
Ensure any medication is only administered following the school guidelines.	
Ensure parents have completed the Medical Form wherever medication has to be administered at school.	
Ensure First Aid Kits are maintained.	

Staffroom	
Purchase supplies of tea, coffee, milk sugar and food.	
Support with maintaining general tidiness of the staffroom and kitchen area.	

Hostess / Hospitality / Birthday Shout tasks as required.	
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Assorted other responsibilities	
Coordinate the school photograph order - Account for any monies paid and orders are accurate.	
Support individual students with changes of clothes as required.	
Maintain confidentiality at all times	
Screen all telephone calls and forward to the most appropriate person.	
Publish notices to the school community as required, on behalf of teachers and the Principal. All outward publications require the approval of the Principal before being sent home.	
Liaise with other agencies and schools as required.	

The school has a generic Dress Code that all staff are expected to comply with.

This Job Description should not be viewed as a 'checklist' and you should expect there to be other reasonable duties and responsibilities that you may undertake in the course of this role, but are not written down.