



Matua
School

JOB DESCRIPTION 2025

Support Staff:

OFFICE ADMINISTRATOR

Job Description

SUPPORT STAFF - OFFICE ADMINISTRATOR

Responsible to: Principal

Hours of work: 8:15am (8:00am on Friday) to 3:15pm, Monday to Friday (30 minutes for lunch) 32 hours, 45 minutes per week. Term time only.

School holiday hours: To support the efficient start of the school year and each term a number of days in the school holidays are required to be worked. These can be agreed upon by negotiation.

Working relationships: SLT > Admin Team > Team Leaders > Students > Parents > Visitors > Volunteers

Confidentiality:

As an employee of Matua School, I do hereby certify that I will respect the confidentiality rights of every child who attends this school. I understand that the confidentiality of each child's information is strictly maintained to protect the privacy rights of the parents and children. I pledge that I will not discuss or otherwise communicate any form of information concerning the care or condition of any child with unauthorised individuals. I understand that failure to abide by the child confidentiality requirements may result in disciplinary action.

Name: _____ Signature: _____ Date: _____

Support Staff Code of Conduct:

It is expected that support staff will:

- Adhere to school policies while carrying out their job.
- Maintain a tidy standard of dress suited to the occasion and activity.
- Demonstrate respect for colleagues - their opinions, individuality, decisions and areas of expertise.
- Demonstrate loyalty to the school, promoting a positive school image within the community.
- Maintain confidentiality.
- Be prepared to work as a team, demonstrating support for colleagues.
- Be courteous, flexible, approachable and co-operative in your interactions with staff and the wider school community.
- Meet deadlines, showing consideration for the workload of others.
- Follow appropriate channels of communication, especially when dealing with problems and complaints.
- Make parents and caregivers feel welcome.
- Maintain professional adult/pupil relationships with students. Use appropriate language and behaviour when interacting with students.

I have read and understood the support staff code of conduct.

Name: _____ Signature: _____ Date: _____

Key Tasks	Performance Indicators
General	<ul style="list-style-type: none"> ● Oversee the maintenance of an efficiently run school office to support the day-to-day school administration communicating effectively with stakeholders. ● Be digitally competent and confident using various computer software packages/websites, including Google Workspace, Microsoft Apps, Hero (SMS), Kindo, Enrol, and new tools as required. ● Manage and ensure the accuracy of the ‘school family calendar’. ● Participate and assist with communication with the school, between staff, students and the community. ● Welcome visitors and support with refreshments etc, when required. ● Initiate, complete and publish the school newsletter (digital). ● Update and manage documents for staff and student daily notices. ● Work with ‘Teacher in Charge’ of Transition to manage parent bookings for ‘school visits’. ● Participate in professional learning as it becomes available. ● Oversee the setup and management of ‘Learner Conferences’ parent bookings. Arrange catering for the event and manage the kitchen throughout the day.
Office/ Reception Management	<ul style="list-style-type: none"> ● Manage and maintain a tidy and organised reception area and office area at all times. ● Communicate effectively with all staff and provide a helpful, welcoming reception for all visitors and tamariki. ● Implementing and maintaining procedures/administrative systems. ● Attend to telephone front office/visitors’ enquiries promptly and efficiently and forward them appropriately. ● Ensure messages for SLT are recorded and passed on promptly. ● Act as a reference person for parents, staff, students and visitors on all school activities and events. ● Complete any word processing, publishing or laminating tasks as requested by the SLT. Eg. Certificates, notices to parents, etc. ● Distribute email messages to staff promptly and efficiently. ● Oversee and maintain digital platforms as required, including VisTab, Kindo, Facebook and Hero.
Student Records	<ul style="list-style-type: none"> ● Monitor and respond to ‘Intention to Enrol’ applications. ● Record and maintain ‘intentions to enrol’ in the school pre-enrolment spreadsheet. ● Maintain the SMS database effectively and efficiently, entering enrolment information accurately. ● Ensure all enrolment documents are accurate and complete. ● Monitor visa status and renewals etc, bringing any outstanding issues to the Principal's attention. ● Enrol new students, liaising with the Principal or DP for class allocations etc. ● Ensure all new students are active in Hero for teacher access prior to them starting school. ● Ensure timely and efficient updating of ENROL records for school leavers and new enrolments, adhering to ENROL protocols. ● All new enrolments at the start of the year to be entered prior to school starting. ● Send student records to new schools promptly and efficiently if requested.

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	<ul style="list-style-type: none"> ● Request student information promptly and efficiently when necessary. ● Work with the Executive Officer and Principal to complete March and July roll returns. ● Maintain accurate and timely absence records. Manage daily attendance procedures following school guidelines.
First Aid	<ul style="list-style-type: none"> ● Hold a current first aid certificate (attend first aid courses to maintain a current certificate). ● Lead the first aid room and action plan in the event of a significant injury. ● Attend to injured and/or sick children promptly. ● Contact parents as necessary regarding sickness or injury by school procedures. Eg. all head injuries ● Sickness and accident register kept up to date. ● Maintain an up-to-date register of workplace injuries. ● Manage the storage, distribution and recording of all medications for students.
Emergency Response	<ul style="list-style-type: none"> ● Maintain an up-to-date paper copy of enrolled students. ● Maintain an emergency response kit that is accessible and complete for use in the event of an evacuation or emergency. ● Be familiar with Emergency and Evacuation procedures. ● Maintain records of school visitors and ensure details are taken to the evacuation assembly point.
Staffroom	<ul style="list-style-type: none"> ● Support the Admin Assistant to manage and maintain staffroom duties.
Transport	<ul style="list-style-type: none"> ● Book buses for school trips, liaising with teachers to ensure transport meets the trip requirements. ● Ensure bus bookings and trips meet policy and Board requirements (seatbelts etc) ● Confirm bookings and pick-up locations 48 hours before trips to ensure details are accurate and understood.
Connections and organisaiton	<p>Maintain positive relationships with organisations and services that work with Matua School. This includes:</p> <p><u>School Photographs</u></p> <ul style="list-style-type: none"> ● Book dates for school photos and publish them on school calendars. ● Work with company to manage the process, including selling photos to whānau. ● Ensure student photos are uploaded to the SMS. <p><u>SKIDS</u> (before & and afterschool care)</p> <ul style="list-style-type: none"> ● Communication regarding hall usage ● Update with Term dates and school closure due to teacher-only days or special events. <p><u>Healthcare</u></p> <ul style="list-style-type: none"> ● Dental Unit ● Community Nurse ● Hearing testing <p><u>School Lunch Providers</u></p> <ul style="list-style-type: none"> ● Subway <p><u>Pool Hire</u></p> <ul style="list-style-type: none"> ● Work with the pool committee to manage pool key hires and returns.

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Finances	<ul style="list-style-type: none">• Ensure that all cash received from students and classes is recorded, balanced for banking and adequately secured.
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