



# FRANKLEY SCHOOL

[www.frankley.school.nz](http://www.frankley.school.nz)  
[admin@frankley.school.nz](mailto:admin@frankley.school.nz)

Tukapa Street, RD1  
New Plymouth 4371

Ph: 06 753 6436  
Est. 1853



*Courageous  
Caring  
Learner*

18.03.2022

Frankley School  
357 Tukapa Street  
New Plymouth

Kia ora,

The Frankley School Board welcomes your application for the position of a permanent part time office administrator at our school.

1. Please fully complete the application form personally.
2. If you are selected for an interview you may bring whānau/support people. Please advise if this is your intention.
3. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
4. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver license).
5. My vaccine pass will also need to be sighted.

This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 2020. If you have any queries, please contact the person cited in the advertisement.

## **HOW TO APPLY**

You will need to submit

- 1 Your letter of application-
- 2 Your Curriculum Vitae -including details of 3 referees
- 3 Your completed application [www.frankley.school.nz/about/vacancies](http://www.frankley.school.nz/about/vacancies)

Digital Applications - please send to:  
[principal@frankley.school.nz](mailto:principal@frankley.school.nz)

And include 'confidential permanent part time office administrator application' in the subject line.

**We will:**

- Send acknowledgement that we have received your application
- Examine your application thoroughly
- Seek clarification of any aspects of your application if required
- Consider how your skills and attributes match our specifications and school needs
- Short list
- Contact referees as necessary
- Interview
- We will hold all applications until after the process is completed

**Recruitment Timeline for Frankley School Office Administrator Position:**

Advertising begins	Friday 18 March 2022
Applications close	Thursday 31 March 2022 9am
Shortlisting	Friday 1 April 2022
Interviews	Week of 4 April 2022
Position appointed and advised	Monday 11 April 2022
New Administrator to start appointment	Monday 9 May or sooner if possible



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Through all their daily actions, the staff at Frankley School actively encourage:

- A shared understanding and a cohesive approach to our School Vision
- Reflective dialogue-Feedback/Feedforward and a commitment to our Code of Collaboration

We recognise Te Ao Māori and developing effective relationships built on trust and respect are an integral part of improving the outcomes for our students and as such it underpins and weaves through each of the areas below.

### **Job Description**

#### **Key Objective:**

The Office Administrator provides the point of contact for all visitors to the school and for tamariki(children) visiting the office. The school's image is reflected in this initial contact and for this reason the attitude of the Office Administrator is paramount. The school vision Tū kaha, Tū manaaki, Tū ako should also be reflected in day to day interactions with students, whānau, visitors and colleagues.

**Position Title:** Office Administrator

**Reports to:** Principal

**Working relationships:** Principal, SENCO, All staff, School Board

**Remuneration:** This role is covered under the Support Staff in Schools Collective Agreement, Grade C- Level 3.

**Allowances:** A designated first aider in the school shall be paid an allowance of \$0.35 per hour.

**Scope:** Permanent part time position (Term time only – 40 weeks per year), plus one additional week at the commencement of the school's school year. Extra time, if needed, will be with consultation.

**Hours:** 32.5 hours per week – Monday to Friday 8.30am – 3.30 (1/2 hour lunch break).



### **Personal qualities required:**

- Wonderful interpersonal skills with a calm manner and the ability to engage with many different people, is essential.
- Highly organised and adaptable with a 'yes!' attitude and a sense of humour.
- Strong work ethic, with great time management, and optimistic approach to solutions
- The ability to work effectively both as an individual and collaboratively.
- An interest in students and a desire to see them all achieve to their full potential.
- Attention to detail.
- A good understanding of Covid-19 protocols.
- A commitment to Te Tiriti o Waitangi.
- The ability to reinforce school expectations and practices with students, with manaaki.
- The ability to remain calm and composed in the busy office where you will face a variety of complexities during each school day. This will include student sickness and the provision of first aid. A current First Aid Certificate is desirable-training can be provided.

### **Work skills required:**

1. Ability to work with a range of IT systems and accurately enter and interpret information.
2. Well developed literacy and numeracy skills
3. People skills:
  - preferably experience in reception duties / responding to the public
  - experience with children
  - work collaboratively
4. First aid skills(training can be provided)
5. Prioritising tasks around regular interruptions
6. Ability to make fast and sound decisions under pressure.



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The Office Administrator will undertake the following key duties and tasks as well as any other duties as required from time to time. Confidentiality is key in this role.

## COMMUNICATION:

### Key Tasks

Answer the telephone, redirect calls, and take messages.

Greet parents and visitors; make further appointments, answer queries. Use Te Reo Māori - Kia ora, Tēnā koe (support will be provided).

Liaise with, and provide appropriate service to assist staff, students, and School Board.

Organise school enrolment ballot, and engage with whānau about the process.

## PRINCIPAL'S PERSONAL ASSISTANT:

### Key Tasks

Act as personal receptionist.

Make appointments for the Principal.

Maintain Staff contact list.

In consultation with the Principal use nzsta to write Letters of Offer. Individual Collective Agreements reviewed and written up where appropriate. In consultation with the Principal use the Collective Agreement to support decision making.

Open mail and distribute as appropriate.

## PAYROLL MANAGER:

### Key Tasks

Liaise between School Support and staff over salary matters.

Maintain records of relievers and monitor salary payments.

Check School Usage and Expenditure reports and code appropriately.

**FIRST AID Key Responder:**

<b>Key Tasks</b>
Contact parents as required by School Policy.
Medication form filled out by whānau for any medicine to be administered at school. Ensure individual notebooks are signed for children on regular medication.
Individual children templates filled out for quick access to information.
First Aid room maintained.
Maintain a current First Aid certificate.
Record any accidents or treatment in the First Aid log.
Contact 111 in an emergency.

**SUPPORT STAFF:****In conjunction with the SENCO & Principal**

<b>Key Tasks</b>
Calculate from funding the hours allocated to support staff members.
In consultation with the Principal use the Collective Agreement to support decision making.

**ACCOUNTS MANAGER:**

<b>Key Tasks</b>
Manage office and School Board accounts.
Check, collate and code invoices and statements.
Accounts for payment, monies received and payments made by school recorded.
Liaise with Auditors and Education Services in preparation of annual end of year audited accounts.

**GENERAL Tasks:**

<b>Key Tasks</b>
To interact with the tamariki(children) positively and in line with the school vision,
To be actively involved in the corporate life of the school.
To arrange the purchase of swimming pool keys, agreements signed and collected. Print reports and class lists as requested.
Maintain Student Records. Update expected enrolments to support transition. Use Enrol.

Become a confident user of eTap, our school database system,

**Attending Board meetings is outside school hours and paid as extra time**

**School Board Secretary:**

**Key Tasks**

Act as minute secretary to Board at monthly meetings.

Type board minutes and distribute to members.

Distribute mail to board members and keep a record of correspondence in and out.

Maintain a high level of confidentiality.

**Declaration:**

Approved by:		<i>Signature of the person with the authority to approve the job description</i>
Date approved:		<i>Date upon which the job description was approved</i>
Reviewed:		<i>Date when the job description was last reviewed</i>
Appointee:		<i>Signature of the appointee</i>
Date appointed:		<i>Date upon which the appointee has been offered the position</i>