



Maungaraki School
Principal's Personal Assistant



Thank you for your interest in this position. Applications should be with the school office by 3pm on Friday 2nd December. It is anticipated that interviews will take place the following week.

Your application should include:

Covering Letter

Curriculum Vitae

Application Form

(If you want your documents returned, please also include a self-addressed envelope)

Please feel free to contact the school for more information, should you have any questions.

Job Description

Hours: 20 hours per week

Responsible to: The Principal

Pay range: \$15 - \$23 per hour

Actual rate will be at the appropriate step of the Support Staff in Schools Collective Agreement (Administrative Grade B), in line with experience and qualifications.

Professional Requirements: The following documents are deemed to be part of this job description:

1. Support Staff in Schools Collective agreement
2. Maungaraki School Charter
3. Maungaraki School Policies

Start Date: 25 January 2012

KEY TASKS

Administration:

Daily

- Arrange Principal's appointments*
- Welcome and screen visitors to the office*

- *Principals' correspondence – sort and draft replies*

As required

- *Prepare and update term calendars*
- *Draft weekly bulletins*
- *Draft fortnightly newsletter and distribute*
- *School promotional material – advertisements, enrolment package*
- *Maintain school website*
- *Assist with meeting preparations*
- *School website*
- *House points*
- *Principal's Awards*
- *Organize school events as required*
- *Maintain Administration folder*
- *Assist Office Manager*

Staff

As required

- *Prepare job vacancy advertisements*
- *Prepare job descriptions for vacancies*
- *Draft offer of employment letters*
- *Arrange interview appointments*

BOT

As required

- *Photocopy and distribute Board papers*
- *Minute taking at monthly meetings (one evening per month)*
- *General assistance to Board members as required*
- *Prepare grant applications and sponsorship requests*

Financial

Weekly

- *Receipt and code invoices*
- *Prepare accounts to be sent to accountant*

Medical

Daily

- *Liaison with parents re: Sick Children*
- *First aide as required*

PERSONAL ATTRIBUTES & PROFESSIONAL QUALITIES REQUIRED:

- ✓ *Demonstrates a high level of interpersonal skills*
- ✓ *Is polite, welcoming and helpful*
- ✓ *Is discrete at all times*
- ✓ *Communicates clearly and effectively*
- ✓ *A high standard of desktop publishing skills and computer literacy*
- ✓ *Demonstrates initiative*
- ✓ *Independent work ethic and the ability to prioritise*
- ✓ *Flexibility*