

Job Description

Principal's Personal Assistant

Responsible to:	The Principal
Full Time Equivalent:	1.0 FTE
Hours:	37.5 hours per week (Term Time – 42 weeks)
Employment Conditions:	Support Staff in Schools Collective Agreement
Remuneration Scale:	TBC

Primary Objective of the Role

The Personal Assistant enhances the quality of service provided by the Principal to the school community, wider stakeholder groups and educational authorities. This is demonstrated by ensuring the administrative responsibilities associated with the role enable the Principal to be effective, efficient and professionally prepared at all times.

Key Accountabilities:

1. Co-ordination of the office of the Principal

Key Tasks:

- Maintains confidentiality at all times
- Meets all secretarial requirements e.g. correspondence, email, reports
- Principal's diary management and arrangements (including travel and accommodation)
- Receives incoming calls for the Principal and outgoing call at the Principal's behest
- Principal's correspondence (incoming, and outgoing and redirection to relevant personnel where appropriate)
- Welcome and hospitality to staff, students, parents and visitors to the College
- Liaison with staff and parents (re: concerns and queries) making referrals as appropriate
- Production of documents as required (e.g. Principal's reports for meetings)
- Accurate information provision (e.g. policy and procedures manuals, staff handbooks, etc)
- Provides hospitality and catering arrangements as required
- Maintain effective filing system and confidential records
- Deals with student and disciplinary matters according to laid down procedures
- Book facilities for events hosted by the Principal, organise catering arrangements and manage invitations
- Assist with school tours and the involvement of the Principal

2. Staff Personnel Matters / Human Resources

Key Tasks:

- Ensure compliance and accuracy in matters pertaining to confidential staff information
- Assists the Principal with HR matters including teacher registration
- Assists with the recruitment process of staff, advertising, arranging interviews, types contracts and letters of appointment
- Prepare recruitment documents
- Prepare College recruitment advertisements
- Ensure currency of employment information on College website

3. Governance and Leadership administration

Key Tasks:

- Attend SLT/Staff meetings as minute taker and publish minutes
- Reports for Ministry of Education e.g. MOE Returns
- Acts as Secretary and Minute Secretary to the Board of Trustees
- To support the Board of Trustees in its Goals and Objectives as stated in the Tararua College Charter and any related policies
- In conjunction with the Principal and BOT Chair, prepare Board of Trustees agendas, policy papers and relevant papers including the Principals report
- Maintains Board of trustees files
- Keeps board policy manual up to date
- Manages BOT/Staff Trustee triennial elections
- In association with the NZQA Principal's Nominee the administration of data entry relating to all NZQA examinations, including the production of reports and returns information required by NZQA.

4. Strong relationships are built and maintained with staff, parents and others

Key Tasks:

- Develops and maintains strong relationships with all staff, parents, community
- Works cooperatively with the Business Manager and provides support where possible, especially with Novopay, general administration and customer services.
- Support for the Admin staff on KAMAR related information such as reports, enrolments etc.

5. Publicity

Key Tasks

- Compiles and formats the school newsletter, updates the prospectus and other printed material such as Year 8 information booklets, curriculum information booklets etc.
- Liaise with staff to maintain up to date information for the school web site and social media
- Collates and publishes regular articles for Bush Telegraph and School bulletins
- Manages the marketing and advertising of the College

6. Other Duties

- The Personal Assistant to the Principal will, at times, be required to undertake other duties related to the role as directed by the Principal in consultation with the Business Manager.
- Preparing the minutes of the School Office Team meetings.
- Assistance to Reception staff and first aid if required
- In negotiation with the Principal it is possible for this role to evolve to capitalise on the individual strengths and initiative of the person in the position.

Qualities and Capabilities

It is an expectation that every staff member be familiar with and comply with the College's Vulnerable Children's Policy and Code of Conduct.

The Personal Assistant to the Principal demonstrates a comprehensive range of the following:

Dispositions

- Respect for the mission, vision and core values of Tararua College
- Hospitality and service to all who engage with the office of the Principal
- Collaborative and flexible participation in professional settings
- Understanding the need for accountability
- Openness to learning in all situations

Attributes

- Exceptional trustworthiness and reliability
- A tenacious and resourceful capacity for hard work
- Sensitivity when working with people from diverse cultural backgrounds
- A high level of discretion when handling confidential and sensitive information
- Confidence and enthusiasm about the students
- Loyalty to the College
- Compassion, objectivity and clarity when handling difficult situations and sensitive information
- A sense of humour and appreciation of the appropriate use of humour
- The capacity to persevere and to be patient in complex and stressful situations

Knowledge and understandings

- The appropriate avenues and resources for seeking support and clarification when handling sensitive situations and information
- The appropriate referrals to other members of the Leadership Team when managing the office of the Principal and balancing workloads
- Comprehensive understanding of the College's policies

Skills and Capabilities

- Demonstrated ability to communicate clearly, personably and effectively with all members of the broader College community

- The ability to work collaboratively, flexibly, independently and creatively in a demanding environment
- The ability to implement effective and efficient work practices
- The ability to locate information quickly and accurately
- The capacity to negotiate
- The capacity to multi-task and pay close attention to detail
- The capacity to maintain professional relationships within the College community and with other organisations on behalf of the Principal where necessary
- Excellent capabilities in the use of information and communication technologies especially: Microsoft Office system, database management, online, Google documents and mobile applications
- The ability to choose and use formats for written communications appropriate to diverse operational contexts
- The ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the operations of the office

Authorised by: Principal

Date: September 2020