



# WAIKARETU SCHOOL

Striving for Excellence

## Office Administrator

### Waikaretu School

**Year**

**Name:**

**Job Description:** Office Administrator

**Hours:** \_\_\_ hours secretarial, worked over \_\_\_ days

*Office Hours:*

### **Primary Objectives:**

- Build positive relationships with a diverse range of people
- Ensure the smooth efficient running of the office
- Provide secretarial services
- Payroll
- Receive and receipt incoming money
- Provide effective, efficient communications
- Produce publicity and advertising
- Manage enrolments, student details & medical register
- Assist in the organisation of, and at, school events
- Self and school development

## **Personal Qualities / Skills**

- To be able to work within the culture of our school
- Outgoing personality - excellent communication skills to deal with a diverse range of people (Ministry, Payroll, Parents, families, reps)
- We need an appointee who is able to be enthusiastic and efficient who is able to manage the office independently with initiative
- A proven record of reliability and trust
- Skilled typist with competent knowledge of data entry
- Capacity to include graphics on school newsletters / information packs / brochures and other school information
- Previous administration experience preferred
- Basic knowledge of first aid (Current First Aide Certificate)

## **Other information**

Salary dependent on qualifications and experience