

Office Administrator - Waikaretu School - Year

General Office Responsibilities:

Key Tasks

- Accept and distribute inward and outward mail
- Attend to inward and outward calls and refer messages to the appropriate person
- Welcome visitors and direct to appropriate person
- Complete required typing from Principal and teachers
- Ensure office area is tidy, safe and clear of obstructions
- Filing system is efficiently maintained
- Organise and supply stationery to pupils as required
- Routine returns to be completed as they are required
- Keep and maintain confidential records and any information pertaining to the school and/or its pupils.

Enrolments

- Enrol new pupils with the appropriate forms completed and details checked
- Refer new/potential parents to Principal for introduction
- Complete enrolment details on Student Management System
- Complete enrolment details on MOE ENROL System
- Complete contact information on Pupil/Parent Information Forms
- Request student files from previous school Collate Cumulative File for new pupils

Withdrawal

- Update all leaving pupils on ENROL

Finance

- Maintain a running budget in accordance with the annual budget.
- Prepare payment and income sheets before each BoT meeting. Liaise with the Board of Trustees Treasurer as to the state of accounts.
- Collect and receipt monies from classrooms for trips or required items
- Liaise with accountant, Russell Wilkinson and auditor for preparation of annual audit
- Prepare and send payment and income sheets to the accountant, Russell Wilkinson, and review.
- Prepare invoices.
- Pay accounts via school bank account and cheque book ensuring accounts are paid on statements before the due date
- File accounts
- Reconcile monthly bank statement with monthly accounts

Banking

- Money to be banked regularly and recorded appropriately (Emily Welch to deposit on Wednesdays).

Payroll Liaison

- Liaise with Principal regrading relieving/staff/additional hours and also NOVOPAY.
- Check and reconcile SUE reports for omissions/correct entries with monthly bank statement, present to Principal for signing

Sickbay

- Monitor children who attend sick bay (staffroom or classroom couch)
- Contact parents if child is too unwell to stay at school
- Contact parents if child has moderate to serious injury
- Current First Aid Certificate
- Maintain First Aid Supplies

School Development

- Offer suggestions for school improvement
- Collate and upgrade school information brochures
- Regularly update school website

Personal Development

- Suggest and attend courses for suitable Professional Development with Principal's permission

1.

Signed by:

Office Administrator: Name _____ Date: _____

Principal: Name _____ Date: _____