Porirua College

Job Description

Position: **Administration Assistant**

Responsible to: **Senior Leadership Team and Business Manager**

Relationships with: **All Staff, Students & Whānau**

Primary purpose:
o To provide administrative assistance to the Senior Leadership team
o To provide administrative assistance to the Principal's Nominee
o To provide backup assistance to receptionist
o To provide a helpful, friendly interface between the community / school and between the school office / staff / students
o To provide data management and enrolment processing

Key Tasks:
o Assist with NZQA administration
o Assist with KAMAR markbooks and administration
o Assist with maintenance of external programmes (e.g Asttle, NZCER)
o Process SAC applications (special assessment conditions)
o Review data from monitoring systems
o Assist with whānau communications through the student management system
o Assist with Ministry of Education reporting
o Assist with organisational planning
o Assist with prizegiving administration
o Assist visitors with greeting them in person or on the telephone - answering or referring enquiries
o To engage with students positively and professionally
o Any other administrative tasks as required

Person specification:
Experience/Skills/Qualifications:
o Ability to meet deadlines
o Ability to work in a team
o Accuracy
o Cash handling
o Computer skills – Microsoft Office, Google and other databases
o Customer focus
o Driver's licence would be beneficial
o First aid certificate would be useful
o Handles pressure
o Good interpersonal and organisational skills
o Good verbal communication skills
o Ready to learn and adapt
o Takes initiative

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Signed by   Date