

Mana College
JOB DESCRIPTION
Principal's Personal Assistant

Reports to: Principal and Business Manager

Working Relationships: Internal: Senior Leadership Team, Board of Trustees, Staff, and Students
 External: School Community, Public

Conditions of Work: 8.00am to 4:30pm, 40 hours per week / 52 weeks
 Attendance at BOT meetings is outside of these hours
 Graded NZEI Support Staff Administrative Grade D
 Annual Leave to be taken during term breaks
 Full Drivers Licence Required

Purpose of Position: To provide secretarial and personal assistance to Principal with emphasis on attention to detail and completion of tasks within specified timeframes.

Provide a secretarial service to the Board of Trustees and taking responsibility for the completion of tasks allocated by the Board.

Key Responsibilities	Appraisal Indicators
Principal Support	Principal's calendar is effectively managed to assist in the meeting of all external and internal deadlines Principal's email account is overseen and managed in consultation with Principal Principal's reception area is managed effectively Principal's travel arrangements. Management and maintenance of Principal's general files Confident in the use and setup of technology to assist presentations by Principal, or other parties as directed Drafting correspondence as required. Monitoring Teacher Registration expiry.
Administration of the Stand Down and Suspension Process	Comprehensive record keeping and communication for all instances of Section 27 Stand Downs and Suspensions in accordance with school and MOE guidelines BOT Discipline Committee meetings are convened within the required timeframe
Secretarial Support for Staff Appointment Process	Efficient and effective support for the appointment process with the placement of advertisements, communication with applicants, documentation for panels and appointments Letters plus all other administrative duties for beginning and end of year employment processes, and fixed term positions. Ensure all staff contact details are current and updated regularly in all school systems.
Enrolment Officer	Oversight to ensure a comprehensive and efficient process for student enrolments. Responsible for the enrolment ballot and notification of outcome to all parties (Out of Zone applicants) Support interview process or New enrolments

Secretary to Board of Trustees	<p>Organisation of, attendance and minute taking at, BOT meetings</p> <p>Produce and circulate all BOT meeting documentation in a timely manner</p> <p>Liaise with BOT to assist with the actioning of decisions and effective communication</p>
Communication	<p>Responsible for the production and dissemination of the weekly School Newsletter within the college communication guidelines and website.</p> <p>All internal communication including communication within the organisation is disseminated to teaching and support staff as required.</p> <p>Management of website and social media including Facebook and Instagram</p>

Tasks and Duties

Principal Support

- Efficient and confidential execution of duties, with excellent interpersonal skills
- Deadlines are flagged well in advance and bring-up file is kept up to date
- Interview and meeting requests are prioritised in consultation with the Principal
- Principal's calendar includes relevant events from term planner and Board Schedule
- Emails are effectively managed, prioritised, forwarded and followed up as appropriate
- Ensure all key information is filed, maintained and readily accessible

Stand Down and Suspension Administrative Support

- Notification letters are delivered on the day of stand down/suspension
- School and MOE records are accurate and up to date
- Regulations and guidelines are adhered to
- Data is collated for term reports for Senior Leadership Team

Secretarial Support for Staff Appointment Process

- Applications are collated, with relevant details noted, and readily available to panel, including supporting documents for all security and employment checks
- Notification of outcome and appointment letter produced within stated timeframes
- Staffing spreadsheet is accurate, and staff files are kept up to date and secure
- Advance notification of expiry of fixed term positions
- Ensure emergency contacts, for staff, are current and regularly reviewed, including the maintenance of a hard copy
- Monitoring teacher registration requirements and expiration dates, collation of information and referral for further action as required

Enrolment Officer

- Enrolment processes are compliant with the appropriate guidelines and regulations
- Enrolment processes are regularly reviewed in consultation with the Principal

Secretary to Board of Trustees

- Production and timely circulation of all Board documentation and information
- Organisational duties for Board functions and meetings
- Attending all BoT meetings to take minutes.

General Responsibilities

- Other tasks and duties may be determined in consultation with the Principal and Business Manager.
- The Principal's Personal Assistant will be encouraged to continually improve their range and level of skills

Declaration

Approved by	
Date approved	
Reviewed	