



Wilson School

Position Description – Administrative Assistant





Kia ora,

Thank you for expressing interest in the position of **Administration Assistant** at Wilson School.

We are a vibrant and supportive specialist school based on Auckland's North Shore. Our base school and offices are in Hauraki, we also have satellite classes in 5 other schools. The school supports students with special needs aged between 5-21 years of age.

As a school, we aim to:

Provide a safe and nurturing environment

Foster and encourage independence

Recognise every student as a learner

Ensure every student will have an effective communication system

Embrace digital technologies to support student learning

Uphold a culturally responsive environment for our diverse population

This position is based in our school office, located in Hauraki Auckland. This is a permanent role, Monday – Friday (25 hours a week), term time only. Our Administration Assistant is employed under the Support Staff in Schools' Collective agreement, Grade 2. Starting step will depend on experience.

The following are included in this Application Pack:

1. Person Specification
2. Job Description

To apply please return your **completed application form, CV, and covering letter** (demonstrating your experience around areas listed on the job description) to office@wilson.school.nz by 2.30pm Thursday 2nd May 2024. The application form can be downloaded from our website here - <https://www.wilson.school.nz/recruitment-vacancies/>

If you have any questions, please don't hesitate to contact us.

Ngā mihi

Neil Kefford, Principal



Wilson School Administrative Assistant: Job Description – Grade 2

Responsible to: Board, Principal, Deputy Principal, Executive Manager

Functional Relationships with: Principal, Senior Leadership Team, Admin Team, School Staff, Community

Review Period: Annually

This is a permanent, part-time position, 25 hours per week, Term time only.

Work hours: Monday – Friday from 10:00AM to 3:30PM

Grade 2 – Administration Support Staff Work Matrix

The Administration Assistant position is covered under the Support staff in schools Collective Agreement: <https://www.education.govt.nz/school/people-and-employment/employment-agreements/collective-agreements/support-staff-in-schools-collective-agreement>

Personal Qualities/ Skills Preferred

- Uphold and honor the principles of Te Tiriti o Waitangi
- To be able to work within and promote the inclusive culture of Wilson School
- Previous administrative experience
- Effective communicator with great people skills and empathy
- Able to multi-task and prioritize in a fast-paced work environment
- Technical skills, including phone systems, copiers, and printers
- Proficiency with Microsoft office (word and excel)
- A proven record of dependability and trust
- Solve problems as part of a team
- A team player - able to collaborate and work well with others in a diverse work environment
- Able to foster supportive relationships with staff, students, the Board and school community
- Displays a positive attitude and of humour! (imperative)



Key Tasks

Public Relations & Communication

- Provide a warm welcome for visitors to the school
- Ensure a high level of confidentiality is always maintained
- Supporting in-school communication
- Promoting positive relationships between the school and other organisations co-located on the site
- To anticipate, identify and resolve office and administrative problems
- Promoting the use of Te Reo throughout the office and school communications.

General Office Duties

- Ensure the office is well maintained and presented professionally
- Receive and direct all incoming telephone calls in a prompt and efficient manner
- Monitoring email accounts
- Scanning and filing confidential documentation
- Printing, laminating and supporting with resource making as required
- Arranging refreshments for visitors to the school or at in-school events
- Supporting to keep all areas of the school running well and well presented
- Ordering and liaising with suppliers as required

Administrative Support

- Provide support to the Principal and Leadership Team for administrative tasks and organisation
- Ensuring the school's student management system is regularly updated
- Supporting the office team to follow the school's process for attendance management
- Accurate data entry into school applications
- Supporting the Principal and lead team with other tasks as they arise