



## **Job Description**

### **Position: Office Manager**

### **St Teresa's School Karori**

#### **Summary:**

The Office Manager plays a significant role in ensuring the effective running of St Teresa's School. The School Office Manager:

- Is a skilled communicator, developing relationships with families and staff early on as they are the first point of contact.
- Takes initiative - solving problems on the go throughout the school day
- Is trusted by, and works in close communication with the Principal with regard to many school-wide issues.
- Is afforded a high level of trust in order to carry out key responsibilities - especially in relation to enrolment, finance and personnel
- Is subject to high levels of confidentiality, especially in relation to the personal details of families, staff and school affairs.
- Needs to be patient and adaptable - carrying out key tasks throughout each day, while having multiple interruptions in a busy office and school.
- Is skilled with number-crunching and record-management, with well organised files and processes.

**Responsible to:** The Principal

#### **Hours of Work:**

- 32.5 hours per week;
- 40 weeks per year (term time);
- Monday, Tuesday, Wednesday, Friday 8:30am – 3:30pm;
- Thursday 8.15am - 3.15pm (includes 8.15am meeting);
- 30 minutes each day, for lunch (unpaid);
- Additional hours of work are sometimes required, for example at the end of the summer school holidays before school starts, and occasional days during other school holidays. These additional hours are on request of the Principal and are negotiated to suit the Office Manager and Principal.

#### **Conditions of Employment and Remuneration:**

- In accordance with Grade C (also referred to as Level 3) '[Support Staff in Schools' Collective Agreement](#)' - **with pay scale negotiated to reflect experience**. This position requires high levels of administrative skills. The Office Manager is responsible for

administration and/or financial and/or property management functions of the school. The position involves the supervision of office support staff; including appointments, development and appraisal of staff.

**Performance Agreement:**

- Daily interactions with children, staff and community reflect the special catholic character and values of St Teresa's School (detailed on the school website)
- The Office Manager's role is carried out in accordance with St Teresa's School Policies and Procedures
- The Office Manager will be self-evaluative and well-informed, so that they are effective in carrying out their Key Tasks
- Professional Learning and Support will be provided to carry out role, in consultation with the Office Manager
- An annual performance appraisal is carried out in relation to Job Description, including Performance Agreement

## **Key Tasks and Responsibilities of the Office Manager**

Many tasks may be delegated to, or shared with, the part time Office Assistant(s). However, the Office Manager remains responsible for the completion of such tasks. The Office Manager seeks approval from the Principal for any delegations. The Office Manager is responsive to changing school needs, in that the role is subject to change in response to these needs. Effective communication with the Principal can enable this to happen.

### **Personnel:**

#### ***Principal Support***

For example...

- Communicate regularly with the Principal regarding any issues they need to be aware of, and upcoming events and appointments
- Be ready to provide personal/professional support to the Principal when needed (reciprocated by the Principal)
- Be aware of Principal's schedule, ensuring that any appointments made do not clash with other commitments
- Be ready to support the Principal with occasional admin tasks, such as BOT meeting preparation and follow-up

#### ***Supervision of Office Support Staff***

For example...

- Support the Principal to employ, and negotiate job description for, the Office Assistant(s)
- Assist the Principal to appraise the Office Assistant(s)

- Provide professional development, and supervise Office Assistant(s) to carry out administration tasks as delegated

### ***Student Support***

For example...

- Support children who are sent to the Office for messages
- Make phone calls to parents, when necessary, to communicate with regard to student sickness, accidents - and arrange for pick-ups from school when necessary
- Make lunch for children who need it, liaising with classroom teacher

### ***Teacher / Support Staff Support***

For example...

- Participate in weekly “Loop” meetings on Thursday mornings, to be aware of the various competing commitments and issues that the Principal and teachers are managing - use this time to keep teacher informed of upcoming events, such as photos-day, etc
- Support teachers with student queries by teachers (ESOL files, etc)
- Report labels / envelopes, etc, when needed
- Maintain Key register
- Maintain staff emergency files and lists
- Support ICT Coordinator with receipt and return of TELA laptops, and communication with AISCORP (provider)
- Support Year 8 teacher with Leavers’ events, certificates, books, candles, bibles, etc
- Support with photocopier issues, etc, when needed
- Arrange staffroom supplies as needed (milk, biscuits, etc)
- Arrange teacher stationery supplies
- Tidy staffroom / load dishwasher after morning tea

### ***Librarian Support (email: [library@stteresas.ac.nz](mailto:library@stteresas.ac.nz) )***

For example...

- Be familiar with the AccessIt Library programme
- Create up to date AccessIT files from etap & Import to AccessIT
- Support the Librarian by troubleshooting IT issues

### ***Cleaner / Caretaker Support***

For example...

- Inform cleaner of any issues that have arisen during the day, that need attention at the end of the day
- Liaise with Cleaner with regard to supply needs / orders

## **Administration:**

### ***Reception and Information***

- Meet and greet visitors to the school at the school office, liaising with staff to follow up on enquiries, arranging appointments with the Principal as appropriate (using online calendar)
- Manage phone calls as above
- All enquiries (by phone or in person) for the Principal are referred in the first instance to the Office Manager to assist where possible

### ***Attendance***

Responsible for:

- Checking, and ensuring each day that the electronic attendance register for all classes are complete
- Following up any unexplained absences
- Carrying out administration associated with Roll Returns (March and July)
- Notify Principal if any child has developed patterns of poor attendance
- Following up on roll-related issues (coding, incorrect entries, etc) as required by the principal
- Upload attendance data to MOE Portal

### ***Enrolment***

Responsible for:

- Handling all enrolment enquiries, arranging for initial interviews with the Principal, and preparing necessary documentation
- Maintaining Pre-Enrolments records, and printed information for new parents
- The administrative data on Linc-Ed (Student Management System)
- Maintain student records related to contacts, health, medications, etc on eTap
- Liaising with Parents regarding school visits and school uniforms
- Monitor preference / non-reference enrolments according to legal requirements
- Ministry of Education database (ENROL) - new enrolments, updating existing information
- Archdiocese of Wellington (ADW) - new enrolments, leavers, address changes, etc
- Provide contact lists to: Principal / Office, and keep up to date
- Term 1 - send home copies for parents to amend, then update as needed

### ***Payroll***

In consultation with Principal:

- Advise Novopay of any additional hours, changes, increments & leave for all staff (arranging for BOT Chair's signed approval for Principal leave)
- Be a signatory for all payroll forms
- Advise Novopay provider of relievers hours
- Follow up queries from staff & relievers. Liaise with Novopay staff on any issues

- Maintain accurate records of all Novopay transactions, and make sure these records readily available for the Principal and for annual Audit processes
- Compare fortnightly draft Novopay SUE Reports with own records, to ensure accuracy - and follow up on any errors
- Print final SUE reports and Banking Staffing reports for Principal to double-check and code - send these to Education Services

### ***Financial Systems***

Responsible for:

- Accessing school bank accounts by internet, creating & authorising any urgent payments made by internet banking (most payments to go through Education Services)
- Collating schedules of:
  - invoices to be paid by Education Services
  - details of bank transactions from online payments
- Banking & receipting of monies collected for all school related payments
- Collection & security of monies collected on behalf of other school bodies (eg FOST fundraisers, Scholastic books, School Photos)
- Liaison with Principal to request, receipt, and monitor (and sometimes write-off) payment of school donations, (eg Donations, Technology, Camps)
- Generating other invoices (eg MSD, RTLB, International Students, Kāhui Ako, etc)
- Generating and forwarding receipts for payments made by parents (using Linc-Ed) and for outside donations, etc
- Reconciling and reimbursement of petty cash float when necessary
- Receive and collate all invoices, claims and from staff, arranging to reimburse through online banking
- Receive and collate all invoices, expense and travel claims and from the Principal. Prepare paperwork for BOT Chair to approve each month.
- Receive and collate all Credit Card payments, code corresponding Credit Card statement and prepare for BOT Chair to approve each month
- Preparing community grant applications, and maintaining accurate records associated with this

### ***Health and Safety***

For example...

- Hold a Current First Aid Certificate
- 'Designated First Aider', cooperate with Student First Aiders, and other First-Aid Trained Staff to provide First Aid to children, as and when necessary
- Support children that are sent to the Office for health / first aid needs (especially during class time)
- Overall responsibility for sick bay (including supplies)
- Maintain emergency health information for identified children
- Maintain student permissions to ensure updated (online, medical, etc)

- Maintain Civil Defence supplies (check annually)
- Take roll of Administration Warden in the event of a school evacuation

### **Maintenance and Property Administration**

- Liaise with contractors (repairs, security, toilet deep-cleaning, carpet-cleaning, etc), delegating this responsibility to the School Caretaker whenever possible

## **Community Liaison:**

### **School Newsletter**

- Liaise with Principal/BOT Members/Teachers / Parents/FOST /Community Groups/Parish to compile information for the newsletter
- Responsible for Desk Top Publishing of Newsletter
- Compile, display and distribute hard copies of newsletter to community / parish
- Upload newsletter to school website

### **Mail**

- Open / answer / forward emails addressed to the office@ email as appropriate
- Receive, respond appropriately to, collate, store and forward applications for positions advertised, on request of the Principal
- Forward emails that are received by office@ to the applicable staff member
- Collect & distribute postal Mail (on alternate days)
- Post outward mail

### **Board of Trustees: (BOT email: [bot.chairperson@stteresas.ac.nz](mailto:bot.chairperson@stteresas.ac.nz) )**

- Assist with compilation & distribution of BOT publications, as requested by the Principal (including Annual Report, meeting agenda and papers, etc)
- Arrange for BOT meeting reimbursements to be paid to Trustees, in December each year
- Support the Returning Officer for BOT elections ( labels, create files via etap, provide lists)

### **FOST / FAIR (FOST email: [FOST@stteresas.ac.nz](mailto:FOST@stteresas.ac.nz) )**

- Liaise with Principal / Convenors / Chairperson / Members
- Provide support eg: student lists, labels, photocopying etc
- Forward emails on behalf of the Fair/ FOST team
- Lucky Book Club - Liaise with co-coordinator and secure any cash payments
- Sausage Sizzle – Liaise with coordinator to set dates, etc

### **Outside Agencies**

- Karori Library - transfer bookings for classes onto school calendar

- Dental Clinic - arrange dates for visits / provide dental clinic with class rolls
- Hearing and Vision Nurse - arrange dates for visits/ access ENROL information
- Karori Medical Centre - Liaise so that staff can book their own free flu vaccines

### ***School Photos***

- Liaise with School Photographers, and Netball club re dates.
- Provide School database to photographer
- Responsible for providing support to set up on the day
- Collate and distribute ordering information to school families
- Follow up any queries / issues with online orders
- Make changes to staff 'Photo Board' in foyer

### ***Photocopiers, ICT***

- Provide photocopy training to staff when required
- Responsible for ordering bulk photocopy paper
- Contact service technicians when needed
- Set up new staff and students with email accounts where applicable
- Set up guest access to WIFI when needed

### ***NZ Uniform***

- Receive and check emails related to school uniform sales and supplies
- Communicate any uniform supply changes in the school newsletter

### ***Online Lunch Orders***

- Liaise with Lunches Online, regarding the contract
- Address any issues and resolve problems with incorrect / missing orders

### ***Website & Facebook Page***

- Upload current information to school website (eg Newsletters, Recent notices, Netball Miniball draws, photos, FOST & FAIR information)
- Assist Principal to ensure website is kept current (feature photos, information, etc)
- Contact website host if necessary
- Contribute to school facebook posts - photos