HORNBY PRIMARY SCHOOL

**JOB DESCRIPTION**

**2015**

## **OFFICE MANAGER**

**Responsible to**: Hornby Primary School Board of Trustees through the Principal.

**Responsible for**: the delivery of general tasks to facilitate the smooth operation of the school’s administrative and financial systems and procedures.

**Remuneration**: Administrative Class C salary scale within a range of rates, commensurate with relevant qualifications and experience.

**Hours of Work**: 34 hours per week.

Monday - Friday 8.00am – 1.00pm 1.30pm – 3.15pm

The appointee will not be required to work in the school holidays except in the case of urgent work as negotiated with the Principal.

**Terms of Employment**: As per the Collective Employment Contract

**Overview**:

* To provide a welcoming and friendly environment for children, staff and parents
* To provide management support tasks for the Principal
* To provide school support tasks e.g. banking, receipting and record keeping for the efficient administration of the school
* To provide support for, and as the need arises take responsibility for the first aid procedures within the school

**Key Tasks**:

1. Reception
2. Secretarial / Administration
3. Financial
4. First Aid and General Duties
5. Payroll

**Reception**:

* Provide efficient and friendly liaison with the public, staff and students as enquiries are made at the office
* Assist in maintaining effective communication throughout the school

# Secretarial / Administration:

* Provide confidential secretarial and personal assistance to the Principal and staff as directed
* Deal with inward and outward correspondence and distribute accordingly

Board Mail to go directly to them unopened

Mail addressed to staff to go unopened to pigeonholes.

NZEI mail to Site Representative.

Register of Inward and Outward Correspondence compiled for BOT Meetings

* Word processing of documents, school lists, reports etc
* In association with the Principal prepare and publish a fortnightly school newsletter and upload to school website.
* Weekly Noticeboard
* Website update with Daphne Day
* Weekly school Facebook update – including monitoring of comments
* Maintain official records and complete Ministry returns
* Maintain adequate files for retrieval of information
* Pre school roll – keep book up to date
* Maintain accurate records of student information
* Maintain enrolment and departure records
* Circular filing
* Other material as required by staff through Principal
* Trustees reports as required by Principal
* Trustees business where necessary
* Recording attendance @9.30am, updating as needed
* Other school related business
* Telephone and Facsimile inwards and outwards dispatching of messages

**Enrolments**

* Maintain Enrol and Etap programmes
* Maintain Pupil Profile files on eTap

**Stationery**

* Order and purchase of Stationery.

**Financial**

* In consultation with the Principal prepare the schools annual budget
* Monitor expenditure against budget allocations and provide teachers with regular information on cost centers
* Prepare monthly statements/summaries and reports on the financial position of the school for the monthly Board of Trustees meetings
* Keep accurate financial records
* enter data and maintain computer records of income and expenditure
* in accordance with policy pay accounts, reconcile invoices/orders, coding, verifying and filing documentation
* reconcile SUE report fortnightly
* maintain relief teacher documentation
* provide advice and information on investment portfolio as required
* undertake other financial tasks as required by the Principal / Board of Trustees
* assist with the annual audit
* Accounts
* Stamp with code/payment stamp. Code to appropriate code.
* Check goods against invoice.
* Attach order form and packing slip if available.
* Put through to Principal to view and sign.
* Put on invoice schedule for payment by School Support after Board approval.
* All invoices and statements to be sent to School Support following BOT Meeting and approval.
* Payment for accounts will be transferred online to School Support once confirmation of amount is emailed through.
* Banking to be done as necessary or weekly.
* Banking schedules to BOT Monthly Meetings for approval.
* Expenditure schedules to BOT Monthly Meetings for approval.
* Copies of Bank Statements to be sent to School Support
* Receive paid accounts back from School Support, file in Invoice Schedule box
* Provide Invoices on an as required basis e.g hall hire
* Monitor bank accounts on line ensuring everyday account has sufficient funds

**First Aid and General Duties**:

* In association with other staff
* administer first aid and immediate care to students and staff in the event of sickness or injury during school hours
* Monitoring pupils in the First Aid Room until parents arrive
* Replenish first aid supplies when necessary
* Administer medications as required as per completed Medications Forms signed by Parent/Caregivers.
* recommend appropriate course of action
* maintain appropriate records
* contact parents / caregivers as required
* Assist with general duties associated with this position (e.g. hostessing duties), and maintain effective systems to assist with the overall management of the school
* Morning Tea – replenishment of supplies – preparation provision for visitors/meetings

**Payroll**

* Keep accurate payroll information on all staff, including relievers.
* Ensure all payroll deadlines are met in a timely manner.
* In association with the Principal, complete end of year / start of year information for payroll.
* Monitor sick leave entitlement, and ensure all leave requests are recorded on ipay

**Goods and Services**

* Receipt, checking of incoming goods.

**Liaise**

* With outside agencies involved in the school as necessary

**Confidentiality**

* Maintenance of confidentiality in school business
* Distribution of messages/ information as required
* Liaison with Treasurer/Principal/School Support accounting system
* Operating Order Book/ Receipt Book
* Other Duties as requested or negotiated by Principal
* Allowances will be paid according to award rates