

Position Description



TITLE OF POSITION: Administrator/Database Administrator

REPORTS TO: Accounting Manager

PRIMARY TASK: Support decision-making at CBHS through the provision and use of quality information and data. Provide database and administration support, and customer service to the school community and promote the effective use of data.

	Key Task and performance indicators	Key Outcomes/Competencies
1.	<p>Student and Staff record management</p> <ul style="list-style-type: none"> Maintain staff and student records, including but not limited to - arrivals, departures, contact details, correspondence details, visa status, police vet checks, database access, NSN student records, transfers Maintain student academic records - course entries, course changes, results, amendments, withdrawals, entries/ results for external courses (eg. STAR). Prepare Records of Achievement e.g. NCEA report collation, NZQA ROA certified copies. Roll Reports - prepare reports and returns for submission, including but not limited to - MOE returns (ENROL), MOE attendance files, BOT monthly attendance and roll data. 	<ul style="list-style-type: none"> Staff and student records are up to date and accurate. Reports are prepared to a high quality and in a timely manner.
2.	<p>Database Administration</p> <ul style="list-style-type: none"> Complete all data entry required. Create and produce reports through database queries and manage data requests. Support and enable staff to access data from PC School and in the daily use of data systems. Standardise and maximise the use of PC School to support NZQA, NCEA and CBHS curriculum requirements. Manage NZQA data – updates, entries, results, PC School NZQA standards file. Monitor NZQA key reporting dates. Prepare database exports as required - eg. asTTle, PTA, BOT voting lists Extract data as required for SLT, HoDs, Deans, Teachers Provide information required for CBHS publications. Import and export data as requested. Liaise with IT to effectively maintain CBHS databases, including updates, monitoring accuracy. 	<ul style="list-style-type: none"> Has developed a sound understanding of data used in education. Data is available to staff as needed. Data is secure from unauthorized users. Ideas for improving use of data are suggested. Strong customer service skills are used to work with staff to identify key information needed and to understand how data can be effectively used to support school operations. Asks questions and looks for data that supports the tracking of student progress, class-room practice and school activities.
3.	<p>Administration</p> <ul style="list-style-type: none"> Provide administrative support as needed, particularly during busy times and to support other staff. Assist with the development of surveys using Ask Your Team Other administrative duties as required. 	<ul style="list-style-type: none"> Staff are effectively supported through quality administrative activities.

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4.	<p>Management of enrolments</p> <ul style="list-style-type: none"> • Manage administration of enrolments - online enrolment validation and preparation for ballot; managing offers, acceptances and declines; waitlist management; and Year 9 entrance exam coordination. • Manage and co-ordinate enrolment of all newly arrived in zone students and out of zone ballots at other year groups if required. • Adams House enrolment – assist Director of Boarding and Adams House Manager with annual enrolment of boarders, including but not limited to - collation of boarding applications, maintenance of waiting list, communication of offers, management of acceptances and declines. • International enrolment – assist International Director and Administrator with transfer of data from Enroller to PC School for all international enrolments 	<ul style="list-style-type: none"> • Enrolments for all Year 9 students plus Year 1—13 students (as needed) are administered with accuracy and timeliness. • Adams House and International staff are supported in the management of their enrolments.

PERSONAL ATTRIBUTES AND COMPETENCIES	
1.	Promote CBHS' Values and Vision: Contribute to a positive working environment. An advocate for CBHS and our students.
2.	Initiative: Anticipating needs, keeping abreast of changes, being proactive and taking unsolicited action to achieve goals beyond what is required outside the immediate role. Requires minimal direction in performing tasks.
3.	Oral Communication: Exchange information and ideas in a clear, concise and open manner, with both internal and external customers, whilst being receptive to alternative view points and ideas. Listening to others and handling sensitive one-on-one conversations effectively and respectfully.
4	Written Communication: Uses knowledge of CBHS structures, processes and culture to write effective reports. Identify significant trends, issues and challenges which impact on CBHS. Presents written communication and information, analysis mark ups and ideas in a clear, concise, accurate manner. Uses appropriate writing style.
5	Time Management: Prioritising tasks effectively to meet deadlines ensuring a consistent workflow despite interruptions. Takes ownership and responsibility for ensuring cost efficiency by working accurately and efficiently. Handles multiple demands and competing priorities.
6	Problem-solving/analysis and decision-making: Identifying and analysing issues, problems and opportunities in a timely and effective manner; developing appropriate solutions or taking effective action that is consistent with the facts, constraints and probable consequences.
7	Establishing Credibility & Trust: Demonstrates expertise and professionalism in all interactions, gaining the confidence of clients and others. Maintains a calm and professional manner, even in situations of conflict, stress and rejection. Builds and extends Trust. Communicates an understanding of the other person's interests, needs and concerns. Demonstrates honesty, keeps commitments and behaves in a consistent and appropriate manner. Provides frank, open and accurate feedback whilst avoiding destructive comments.
8	Leadership: Maintaining energy and motivation in the face of setbacks, additional pressures and workloads. Seeking to exert influence, taking charge, leading and directing the efforts of others towards the goal. Being a positive influence on co- workers.
9	Accuracy: Consistently meets high standards by paying attention to detail, displaying pride in work, and ensuring that the finished product is always of the highest standard.

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PERSONAL ATTRIBUTES AND COMPETENCIES	
10	Teamwork: Treats all stakeholders with dignity and respect. Looks for ways to encourage participation and providing encouragement to bring out the best in others. Create a climate in which people work successfully together and do their very best.

APPROVED BY:

_____ Date: _____

Headmaster's Signature