



**Rangitoto
College**

Job Description for the position of Administrator (HR, Enrolments, Cover)

Hours:	Part Time position Casual (flexibility as required), term time only
Remuneration:	Support Staff in Schools Collective Agreement - grade c
Reporting lines:	Director of Human Resources (DOHR)

The Employer and the Employee both acknowledge that this job description may need to be amended from time to time to better reflect the nature of the position or the requirements of the Rangitoto College.

Relationships

This position is required to communicate extensively with a range of internal and external parties. To effectively perform the duties of this position good working relationships must be maintained with the following people:

- Board of Trustee members
- The Senior Leadership Team
- The Finance Manager
- New Zealand School Trustees Association
- The IT Manager
- The Property Manager
- Director of Community Relations
- Heads of Departments responsible for the employment of staff
- All other teaching and non-teaching staff
- Parent Teachers Association, charities and local bodies that have dealings with the College from time to time
- Police Vetting office
- Community

Prime Responsibilities / Key Tasks

Human Resource:

To support the HR team in all administration tasks flowing from, but not limited to;

- a) Assist DOHR is acting as the employer on behalf of the Board for which the important tasks are:
 - placing advertisements and managing the recruitment process for all staff, including our statutory obligations as detailed in the Vulnerable Children's Act (2014)
 - acknowledging responses to employment advertisements
 - assisting with the process of all staff recruitment
 - advising job applicants of the results of the selection process, and
 - assisting in drafting the following employment documents for non-teaching and teaching staff
 - letters of offer of employment
 - individual employment agreements
 - job descriptions
 - Contract variations and department reviews, and warnings and dismissal notices
 - assisting where requested in employee relations matters in an administrative role

- b) Supporting Director and 2IC HR to ensure that all employees meet the legal requirements for school employment as listed below:
- in ensuring all staff have a current employment agreement and position description
 - in ensuring all non-teaching staff have the correct, valid work visa/permits in place, and a copy of this is held on their employee file
 - Maintaining registers for Visa, Vehicles and Police vetting for all but teaching staff.
- c) Supporting DOHR to act as the College vetting officer the duties of which are:
- Ensuring that all non-teaching staff and contractors over the age of 18, have been successfully police vetted within the past three years by:
 - maintaining a data base of support staff showing the date their vetting was completed and the administration and processing of this consent with the Police Licensing and Vetting office.
 - Maintain clearance police vets for every on site contractor, non teaching staff every 3 years

Authority: In full consultation with the DOHR

Enrolments:

10 weeks full time priority - Term 3

- Check all in zone enrolment criteria for in coming in zone students
- Data Entry online enrolments from electronic form to FACTS
- Ensure accurate and complete enrolment database records
- Enrolments support at 2 Enrolment evenings.
- Enrolments support for Full school open days
- Feeder school Intermediate visits set up and support
- Responsible for updating correct information in all domestic student files and on school system
- To provide confidentiality when dealing with families that have protection orders in place
- Datamining when required.

Authority: In full consultation with the Enrolments Manager

Leave Cover

When available cover across administration staff as request by Director of Human Resources

Staff Wellbeing

- Assist with staff wellbeing event planning and production each year
- Assist the SLT Secretary in preparation of resources appropriate to the events and grow staff participation in wellbeing programmes

Authority: In full consultation with the DOHR and wellbeing committee

Knowledge and Skills

- Accuracy is paramount in this position
- Organisational skills, high level attention to detail and time management
- Excellent written and verbal communication skills are essential
- Computer literate with Microsoft Office skills, including Word, Outlook, PowerPoint, and Excel
- Ability to effectively manage multiple tasks and deadlines
- Ability to work as a team player
- Experienced at problem solving
- Confidence to liaise with a wide range of internal and external partners

Commented [PW1]:

I would need to discuss this as the duties are with International, Markus, Trev and Dave do not hold a current register contractor so I cannot expect to ensure that I have Vetted them all. We could instigate one? And then it would sit with them to comply.

Commented [PW2R1]:

Personal Attributes

- Energetic, driven, and motivated approach
- Strong work ethic
- Personable and able to relate to people at all levels
- Team player
- Sensitivity to confidential issues
- Strong interpersonal skills and relationship management
- The ability to work on their own initiative, effectively both as an individual and as part of a team

Experience

- HR and or Administration experience
- Relationship building experience preferred
- Understanding of conventional and digital media platforms
- Database entry accuracy

Whole Rangitoto College contribution

- Contribute to the wider life of the College

Expectations

The position carries with it a number of expectations including:

- commitment to the College and to the enhancement of its tradition of excellence
- contribution to the life of the College
- a commitment to participate in professional development and performance management programmes
- an interest in students and a desire to see them achieve to their full potential

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Director of Human Resources
(Pam Watson)

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Date

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Administrator ()

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Date