



Permanent Full Time

Term Time 40 hours per week with some school holiday hours by negotiation

Remuneration:

- **Support Staff in Schools Collective Agreement Grade D Range of Rates**

Reporting Line:

- **Principal**
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Relationships and Confidentiality

This position requires extensive communication with a range of internal and external parties. To perform the duties effectively, strong working relationships must be maintained with the following individuals and groups:

- School Board members
- The Senior Leadership Team
- The Executive Management Team
- The Property Manager
- Heads of Departments
- All other teaching and non-teaching staff
- Parent Teachers Association, Rangitoto Foundation, charities, and local and national bodies that have dealings with the College
- The wider community

A key responsibility of this role is to handle information with the utmost **sensitivity and confidentiality**. The position demands an intelligent approach to complex issues and a positive, optimistic approach to solutions.

Prime Responsibilities and Key Tasks

Executive Secretarial Services to the Principal

- Maintain and develop office systems, including data management and filing.
- Arrange travel and accommodation as required.
- Provide general administrative support for meetings.
- Screen telephone calls, inquiries, and requests, acting on them when appropriate.
- Organise and maintain diaries and appointments.
- Manage incoming email and post, and correspond on behalf of the Principal as required.
- Take minutes at requested meetings.
- Conduct background research and run small scale projects.
- Liaise with other staff on behalf of the Principal.
- Filter information and requests, disseminating them appropriately.



Rangitoto College

Administration

- Reply to student leave letter requests in accordance with Ministry leave guidelines.
- Use the College's student management software, FACTS, to send communications and run reports.
- Prepare communications to the community, including bi weekly newsletters
- Produce and distribute agendas and minutes for Health and Safety Committee meetings.
- Perform other administrative duties as reasonably required.

Disciplinary processes

- Follow the preparation process as outlined by the Ministry of Education.
- Handle correspondence with parents and caregivers.
- Notify the Ministry of Education of the outcome.

Event Support and Management

- Provide support for events as required by the Principal.
- Book venues, refreshments and manage invitation lists in consultation with the event organiser.
- Prepare necessary resources.
- Attend and assist with functions.

Knowledge, Skills, and Attributes

Knowledge and Skills

- Excellent organisational skills, high-level attention to detail, and time management.
- Strong written and verbal communication skills are essential.
- Proficiency in Microsoft Office and Google suite.
- Ability to effectively manage multiple tasks and deadlines.
- Experience in problem-solving.
- The confidence to liaise with a wide range of internal and external stakeholders.

Personal Attributes

- Detail and accuracy driven
- Energetic and motivated with a strong work ethic.
- Initiative, a passion for challenges, and proven experience in problem-solving.
- Personable and able to relate to people at all levels.
- A team player.
- Creative flair.
- Sensitivity to confidential issues.
- The ability to work effectively both independently and as part of a team.
- A positive and optimistic approach to finding solutions.

Preferred Experience

- Administrative and/or client service experience.
 - Project management experience.
 - Event coordination experience.
 - Understanding of conventional and digital media platforms.
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Rangitoto College Contribution and Expectations

Whole Rangitoto College Contribution

- Contribute to the wider life of the College.

Expectations The Executive Assistant to the Principal is expected to:

- Show a commitment to the College and the enhancement of its tradition of excellence.
 - Contribute to the life of the College.
 - Commit to participating in professional development and performance management programmes.
 - Attend Rangitoto College functions as required and show interest in other College activities.
 - Demonstrate an interest in students and a desire to see them achieve their full potential.
 - Achieve objectives set by the Principal.
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Amendment

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 Rangitoto College.

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Executive Assistant to the Principal ()

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Date

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PRINCIPAL (Patrick Gale)

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Date