



Christchurch Girls' High School | Te Kura o Hine Waiora

Manaakitanga. Whanaungatanga. Aroha. Rangatiratanga.

Te Whakatūrangā ō Mahi

POSITION DESCRIPTION

Administrative Assistant/Student Liaison

Reports to	The Principal
Responsible to	The Business Manager
Functional Relationships	Senior Leadership Team Teaching Staff Administration Staff Students Parents External Agencies
Position details	Permanent, Part-Time

Responsibilities

As a key member of our staff, the Administrative Assistant/Student Liaison will lead with our values:

Manaakitanga

Leading with moral purpose

Whanaungatanga

Leading by building and maintaining authentic relationships

Aroha

Leading with empathy and understanding

Rangatiratanga

Leading with Mana and empowering others

Requirement

Current First Aid certificate

Personal Attributes | Kā Āhuatanga Whaiaro

- Strong and effective interpersonal and communication skills
- An ability to think laterally and to problem solve
- Strong administration and organizational skills with the ability to prioritise, often under significant time pressure
- Demonstrates strong attention to detail and consistently produces high-quality, accurate, and professionally presented documents
- Ability to work independently and collaboratively in a team
- Competent digital skills eg. Microsoft suit, Google Docs, etc
- Caring and empathetic approach to student wellbeing

Primary Objectives | Whāinga

- Accurate and timely administrative support for the Senior Leadership Team including the Business Manager
- Day to day oversight of school reprographics
- Student liaison duties – enquiries and support of the sick bay and student window

Key Accountabilities | Ngā Takohanga

Key Tasks	Key Objectives
Administrative duties	<ul style="list-style-type: none"> • Provide timely administrative support with all school systems and databases • Provides timely and accurate assistance to the Senior Leadership Team, including the Business Manager as necessary with required tasks. • Provide assistance with graphic design to support the ongoing development of the school visual profiles • Assistance with collating school documents: <ul style="list-style-type: none"> ○ Curriculum booklets ○ Student handbook ○ Staff manual ○ Deans' manual ○ Relief teacher handbook ○ Student teacher handbook • Prepare the Year 13 leavers photo presentation by sourcing and compiling Year 9 and Year 13 images from designated folders • Filing, including end of year archiving • Maintains a yearly record of professional development activities and associated costs in a spreadsheet. • Maintains up-to-date attendance knowledge in collaboration with the Attendance Officer, ensures accurate records and regular liaison with relevant staff • Cover attendance and communications requirements on an 'on-call' basis as required
Student Liaison	<ul style="list-style-type: none"> • Carries out Student Liaison duties, including managing the student window and sick bay, while following procedures for student interactions: <ul style="list-style-type: none"> Sick bay <ul style="list-style-type: none"> • Provide timely care and supervision for unwell or injured students, including managing the sickbay and contacting parents/caregivers and whānau when necessary • Maintain accurate and timely records in the appointment book and sickbay register, document minor accidents, and refer to external agencies when necessary Student window <ul style="list-style-type: none"> • Respond promptly and appropriately to student enquiries at the student window • Assist with managing the late book in the absence of Deans or Deputy Principals, ensuring accurate record-keeping • Supervise student runners and ensure their daily responsibilities are carried out efficiently • Manage stationery sales during interval and lunchtime, ensuring students have access to basic supplies. Inform relevant Administrator when stocks are low. • Compile and input Daily Notices from emails into KAMAR, ensuring timely and accurate processing
Reprographics	<ul style="list-style-type: none"> • Reprographic work for the staff as requested for the beginning of each day • Manages photocopier maintenance and supplies, ensuring timely repairs and preventative checks to keep machines operational for staff use • Liaises with the Business Manager regarding photocopier supplies, including paper and toners, and ensures external agency contact is made only with their approval
School photos	<ul style="list-style-type: none"> • Organisation of all school photos to be done in a timely and accurate way. • Liaise and co-ordinate with PhotoLife for all staff and student photos including: <ul style="list-style-type: none"> ○ Class, individual, sporting, staff and culture groups ○ Confirm dates ○ Organise spreadsheet of student data and student ID cards ○ Initiate timetables for class photo
General	<ul style="list-style-type: none"> • Provides short-term office staff cover as required; if extended cover is needed, responsibilities will be reviewed and adjusted accordingly

	<ul style="list-style-type: none"> Handles general public enquiries efficiently, ensuring prompt and accurate communication in person and by telephone
Te Tiriti o Waitangi partnership	<ul style="list-style-type: none"> Ensure culturally responsive practice and understanding of Aotearoa New Zealand's cultural heritage, using Te Tiriti o Waitangi
Community	<ul style="list-style-type: none"> Contribute to building a positive culture across the school with a connected, engaged, caring and supportive community Develops and maintains positive respectful relationships with students, staff, whānau and the wider community Communicates effectively and establishes good communication processes within the school and with the community Strengthen community relations through connections with parents, whānau, prospective parents and the wider community
Contribution to School Life	<ul style="list-style-type: none"> Engage actively in implementing and fulfilling the obligations of the school strategic and annual plan Contribute to and participate in the corporate life of the school, school-wide co-curricular activities, extra-curricular activities, and events
Safeguarding	<ul style="list-style-type: none"> Undergo Police vetting Adhere to and implement relevant policies, practices, and procedures for safeguarding
Health and Safety	<p>All staff are expected to</p> <ul style="list-style-type: none"> Implement and adhere to all safe work practices and procedures in accordance with the school Health and Safety Policies Monitor and take care of the health and safety of others within your areas of responsibility and report any hazards in accordance with school procedures Participate as required in the resolution of Health and Safety issues and training as required A willingness to undergo First Aid training as required
Staff Expectations	<p>All staff are expected to:</p> <ul style="list-style-type: none"> Always conduct themselves with professionalism and adhere to the school policies and procedures Promote the vision and values of Christchurch Girls' High School Te Kura o Hine Waiora and be an advocate for the school and our students in the community
General	<ul style="list-style-type: none"> Undertake specific responsibilities and duties at the Principal's Tumuaki discretion.

Administrative Assistant/Student Liaison

Name: _____

Signature: _____

Date: _____

Principal | Tumuaki

Name: _____

Signature: _____

Date: _____