

Rangiora High School

Te Kura Tuarua o Rangiora

Creating inclusive, equitable and relevant learning opportunities with clear pathways that meet the aspirations of our community and empowers every student towards life-long learning.



Future Pathways Administration

Support

Role Description

Purpose of the Role

The purpose of this role is to provide efficient and proactive administrative support to the Future Pathways department. This includes managing systems, coordinating logistics, and maintaining accurate records for programmes such as Dual Enrolment, STAR, Trade Academy, and careers-related events. The role helps ensure the smooth delivery of pathway opportunities by supporting the Head of Future Pathways with administration, compliance, and communication with external providers.

Role Description

Tenure:	Permanent, Part-time (20 hrs per week)
Hours:	9.00am - 1.30pm (term-time only) <i>Starting time can be negotiated</i>
Remuneration:	\$29.52 - \$32.37 per hour (Grade 3/4 of the <i>Support Staff in Schools Collective Agreement</i> in accordance with skills and experience)
Reporting to:	Head of Future Pathways
Functional Relationships:	Gateway Coordinator

Role Requirements

Applicants will have:

- Previous experience in administration or office coordination.
- Strong organisational and time-management skills.
- Proficiency with digital systems (e.g. KAMAR, Microsoft Office, Google Suite).
- Accuracy and attention to detail in record-keeping and documentation.
- Ability to manage competing priorities and deadlines.
- Experience with event coordination or external liaison (preferred).

Key Outcomes

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- Dual Enrolment, STAR, and Trade Academy processes are well-documented and efficiently administered.
- External provider communication is supported through accurate scheduling and documentation.
- Future Pathways events, expos, and visits run smoothly with clear logistics in place.
- Systems and records are accurate, compliant, and up-to-date.
- The Head of Future Pathways is supported to focus on leadership, industry relationships, and student transitions.

Role functions

Focus Areas / Tasks	Outcomes
Programme Administration	• Maintain accurate student records for Dual Enrolment, STAR, and Trade Academy programmes. • Track enrolments, attendance, and progress in KAMAR and other systems. • Manage documentation and compliance processes, including health & safety and placement paperwork. • Prepare and submit provider paperwork in line with required deadlines.
Event and Logistics Coordination	• Support the coordination of logistics for careers expos, employer visits, tertiary presentations, and pathway-related events. • Assist with the administration of subject selection materials and pathway information. • Organise bookings, schedules, and venues for Future Pathways events.
External Liaison Support	• Maintain and update registers of business, tertiary, and community contacts. • Support communications with external providers, including scheduling visits and confirming details. • Prepare supporting documents, notices, and promotional materials as required.
Continuous Improvement	• Stay updated on vocational pathways processes, compliance requirements, and provider systems. • Attend relevant briefings or training to strengthen role effectiveness. • Suggest improvements to streamline administration and event coordination.
Other tasks	• Undertake other relevant tasks as required by the Head of Future Pathways

Education is an ever-changing environment. This job description is therefore focused on the important tasks and responsibilities. Whilst every effort has been made to explain the main tasks and responsibilities of this role, duties may vary from time to time, without changing the intention of

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the job description or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed annually during the appraisal process and may be updated in light of the needs of students and the school.

Declaration

I have reviewed this role description and acknowledge the requirements of the role.

Name:	
Signature:	
Date:	