

ESOL Administrator Job Description

Hours:	Fixed Term, Part-Time Position 30 hours per week, term time only
Remuneration:	Remuneration: SSSCA Grade 3
Reporting lines:	HOD ESOL DP ESOL Principal
Team Structure	HOD, AHOD, 7 Teachers & 3 Teaching Assistants

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 School Board.

Purpose of the Role

The ESOL Administrator provides essential high-level administrative, compliance, and systems support to the Head of Department and the entire ESOL team. This position is central to the effective operation of the department, ensuring smooth administrative processes, accurate student record-keeping, and compliance with Ministry of Education funding requirements

Prime Responsibilities / Key Tasks

ESOL Funding and Compliance

- **Funding Applications:** Administer the process for the twice-yearly Ministry of Education ESOL Funding applications (ESOLAF), including meticulous data collation, accurate filing, and timely reporting.
- **Audit and Tracking:** Maintain up-to-date tracking of student funding eligibility status, monitoring the three-year funding cycle for each student, and ensuring compliance with MOE requirements

Departmental and Teacher Support

- **Administrative Hub:** Act as the first point of contact for the ESOL Department, managing incoming enquiries (email, phone, in-person) from students, staff, and parents/caregivers with a professional and warm manner.
- **System Maintenance:** Assist the HoD/AHoD with maintaining operational systems, including filing, communications management, stocktaking, and resource management.
- **Meeting Support:** Undertake minute taking for after-school department and in-school team meetings as required.
- **Resource Management:** Manage and maintain ESOL teaching resources and departmental supplies (ordering, stock control, and organisation).

C. Student Data and Systems Management

- **Record Keeping:** Create and maintain accurate, confidential electronic and hard-copy student files, including enrolment documentation, language test results, and progress records.
- **Diagnostic Testing:** Assist the HoD/AHoD with the organisation and administration of

diagnostic/placement tests for new and continuing students.

- **Data Entry:** Perform routine and complex data entry and management within the school's Student Management System (FACTs) for ESOL-specific student tracking and reporting.

Personal Attributes, Skills and Experience.

Category	Requirements
Relationships	The ability to relate to, and build trust with, young people who have additional needs. Excellent interpersonal skills and a professional and warm manner.
Communication	The ability to communicate effectively to provide information, assistance, and instruction in first language as well as English (a highly desirable attribute).
Administrative	Strong organisation skills and the ability to deal with tasks according to their priority and deadline. Well-developed computer and literacy skills. Ability to follow procedures and operate with a systems focus.
Work Ethic	The ability to remain calm under pressure. To be able to work independently and as part of a team. Quick to learn new processes and flexible in working arrangements. Ensure confidentiality is maintained.

Expectations

The position carries with it a number of expectations including:

- **Professional Conduct:** Commitment to the College and to the enhancement of its **tradition of excellence**.
- **Contribution:** Contribute to the wider life of the College, with an interest in students and a desire to see them achieve to their full potential.
- **Growth:** A commitment to participate in professional development and performance management programmes.

Standards: It is expected that standards of professional conduct, dress, language, and manners of employees will reflect credit on the College.

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Administrator ESOL
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Date

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Director of Human Resources (Pam Watson)

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Date