

Wellington Girls' College

JOB DESCRIPTION

Office Manager

Responsible to:	The Principal
Functional Relationships with:	Principal Senior Management Team Heads of Department Business Manager Teaching staff Office staff Principal's PA HR Manager Whānau
Hours of Work:	40 Hours per week (negotiable)
Annual Term of Engagement:	Term-time plus additional hours during school holidays as needed.
Terms of Employment:	As per the Support Staff in Schools Collective Agreement. The position is Grade 5 on the Administration Matrix
E.E.O. Statement:	Wellington Girls' College is an equal employment opportunities employer.
Review of Performance:	Performance against the requirements of this position will be reviewed on a regular basis in line with the school's performance review system.

All employees of Wellington Girls' College are expected to contribute to the broad aims of the school including promoting a student potential approach and the school culture of high expectations, inclusion and excellence for all students. The school encourages all staff to contribute to the wider life of the school according to their skills and interests.

POSITION OVERVIEW

The Office Manager provides comprehensive administrative support to the College's senior leadership, teaching and support staff, working in close coordination with the Principal's PA. Key responsibilities include the day-to-day management of the office, with a specific focus on maintaining the KAMAR calendar and overseeing the international student application and enrolment process. The role is responsible for the administrative requirements of school award ceremonies and the preparation of student testimonials. Additionally, the Office Manager provides direct leadership to three office staff members, including the regular monitoring of performance and the completion of annual performance reviews. This is a term time position with additional hours required during school holidays as needed.

PERSON ATTRIBUTES

- Have a well organised approach to managing the school office.
- Proficient in using Google Docs. You should be comfortable creating documents, managing basic spreadsheets and organising digital files
- Ability to learn and use the school's database systems to keep records accurate and up to date
- You will be a main point of contact for staff, students, and parents. A friendly, helpful manner and the ability to communicate clearly are essential.
- A well organised approach to managing the school office, ensuring tasks are completed reliably and professionally.

KEY RESPONSIBILITIES

- Delivering high-quality administrative services to support the staff
- Maintenance of office equipment and liaison with IT Support
- Manage the ENROL student tracking system along with the Principal's PA
- Co-ordination of documentation of office systems
- Maintenance of KAMAR
- Coordination of administration meetings (with Deputy Principals, Staff Coordinator)
- Manage the enrolment process for new international students and be the backup for the domestic student's enrolment process
- Liaison with Sports Director & Arts Coordinator regarding the production of award certificates for Sports & Cultural event.
- Manage KAMAR calendar
- Assist with Tē Puriki – Student Newsletter when required
- Enter new students' information into KAMAR and liaise with deans on information required for enrolments along with the Principal's PA
- Liaison with the Deputy Principal in charge of Teaching and Learning regarding the KAMAR awards including the production of all award certificates.
- Production of leaving certificates for our international students
- Liaison with the Deputy Principal in charge of Teaching and Learning and students as required providing support throughout the course selection and confirmation process.
- Maintain custom letters in KAMAR
- Production of the end of year Stationery list
- Production of the end of year leavers' testimonials.

GENERAL RESPONSIBILITIES

- Ensure the safety and wellbeing of students at all times
- Carry out other duties as required from time to time
- Actively engage in professional development opportunities to continually enhance skill and knowledge

This position is subject to the requirements of the Children's Act 2014.
*Wellington Girls' College is declared a smoke-free area and
has a no smoking policy for staff and students.*

Signed: Employee: _____

Principal: _____

Date: _____