

CHRISTCHURCH EAST SCHOOL

Job Description Team Leader School Services



ADMINISTRATION

Support to Leadership Team/Teachers

- Manage Principal's diary/appointments
- Provide meeting support to Principal for meetings (eg preparation of agendas, collation and distribution of meeting papers, minute-taking, catering)
- Manage, sort and prioritise correspondence for principal, respond to queries as appropriate, electronic mail filing, diary management, organising meetings, informing parents of delays, postponements, cancellations and rescheduling of appointments where necessary
- Document production/word processing and proof-reading (such as newsletters, letters, correspondence, term calendars, student notices, thank you cards, BoT reports - Principal and curriculum)
- Organise travel, accommodation, professional development courses for principal and staff

Property Management

- Maintain key allocation register and allocation of keys to staff, external hirers and contractors
- Maintain register of security users and alarm codes, both staff and external users and contractors
- Manage relationship with alarm monitoring services, and informing of late closures as required, in collaboration with Property Manager
- Manage hiring and invoicing of out-of-school facilities by external and internal parties
- Calendar maintenance in collaboration with Property Manager
- Management of property security, in liaison with Property Manager
- Identification and resolution of security issues, in liaison with Property Manager
- Engagement of tradesmen re property repairs, in liaison with Property Manager
- Arrange phone line/extension and security alarm changes as required

Information/ICT Management

- Liaise with ICT services company where required to enable completion of helpdesk tasks logged
- Maintain server-based Office files
- Assist in enabling ICT services company to complete logged tasks
- Manage issue of staff and student ICT equipment, including laptops
- Manage laptop leasing
- GoogleDocs: meeting minutes set-up and maintenance
- Photocopier leases and regular review of usage and school cost
- Security of all information; Privacy Act
- Maintain Admin page on Christchurch East School Start page as required
- Maintenance of guest user wireless access

Personnel-related Administration

- Recruitment: advertising, application management, booking of interview times, rejection e-mails, e-mail communication
- Appointment: creation of contract letter, liaison with appointee regarding all payroll and security information, police checks, introduction sheet, photograph
- Ongoing, ensuring compliance: police checks, bi-annual first aid course, teacher registrations
- Scanning of majority of personnel records
- Security, filing, e-filing and maintenance of all personnel records
- Creation of term-basis contacts list
- Relievers: maintain reliever list, and ensure documentation compliance
- Payroll processing for all staff, including relievers, and handling enquiries
- Leave applications
- Start of year staffing and end of year staffing and forms

- Supply of forms to staff for change of personal/payroll details, etc
- Checking of payroll reports fortnightly for accuracy and make corrections where necessary. Present to principal to sign, and BoT Chair to countersign.

Student Related Administration

- Liaise with staff regarding follow-up of student absences
- Liaise with Principal regarding student absences review
- Filing (including student files, correspondence, financial documents)
- Facilitate and monitor visits by Oranga Tamariki
- Regular review of Linc-Ed and ENROL enrolments, absences and other processing
- Year-end: next year class assignment, year-end student bulk ENROL transfer, Linc-Ed financial reports printouts prior to rollover, filing
- School photographs and archiving
- Act as Student Administrator in her absence

Board of Trustees

- Act as Board Secretary and Board support
- Assist Principal in preparing Agenda and meeting papers, and uploading of pages to Google Drive
- Take minutes
- Maintain BoT minutes and in-committee minutes files
- Organise BoT attendance payments at end of year
- Completion of roll returns/documentation as required by MOE/service providers eg accountant and auditor
- Member of Finance Sub-committee: preparation of Agenda, meeting documentation and accounts, meeting minutes, follow-up of Board queries, posting of papers to Google Drive
- New Board members – completion of IR330, declaration form, bank details, personal details
- Board elections – liaison with parent community
- Creation of Board information for accountant and website
- Pay tax at end of year relating to excess meetings over year

General Administration

- Schooldocs: review of procedures as required; publicise on Admin meeting minutes and in newsletters
- Start of year stationery packs for staff

Marketing

- Newsletter: create and photocopy for distribution to community, uploaded to website, as per agreed deadlines
- Update calendars of events as required
- Maintain and update school parent information books and other promotional material; ensure sufficient supplies are available and distributed as requested

Ministry of Education:

- Roll returns
- ENROL completion
- Provisionally Registered Teacher applications
- Payroll: increased staffing applications
- Payroll: rol growth funding applications
- Stand-downs and suspensions documentation

Communication-related administration

- Mail screening and distribution as appropriate
- E-mails: respond, report or forward all e-mail communication; e-filing as required; move to Admin meeting minutes (G/Docs) as required
- Phones: update messages, and phone extension messages as required
- Management of e-mail distribution lists: staff groups, BoT

Purchasing

- Grocery items, staff and student stationery, catering, office equipment, staff gifts , Principal's requirements

Health and Safety

- Agenda and minutes
- Electronic recording of all first aid HandS incidents on Linc-Ed

Relationship Management

- Suppliers, whānau, enrolment enquiries, educational establishments, property services, school employees, community groups, Oranga Tamariki and other support agencies
- Assist with all school functions, eg end of year celebrations, BoT functions, staff farewells, awards

Staffing – Direct reports

- Student Administrator
- Property Manager

FINANCIAL

Budget Management

- Assist with preparation of annual budget, in consultation with Principal
- Review income/spending monthly through Finance Sub-committee

Reporting

- Monthly financial report at Finance Sub-committee meetings
- Monthly meeting of Finance Sub-committee to discuss budget and expenditure to date
- Supply account information to accountant/auditor as required, for preparation of accounts for audit purposes at the end of each financial year

Income

- Control of all student accounts: both invoicing and receipting
- Ensure accurate accounting of all income in Linc-Ed and Xero
- Confirm distribution of termly student statements
- Invoicing: student donation, activity fee, stationery; room and hall hire; other parties and agencies (eg MoE, Tech client schools)
- Daily receipting of all sales, and Technology fees, into Xero
- Receipt and bank all monies received by the school
- Manage payments received (cash/cheque/internet/automatic payments and record in Xero)
- End of year printouts (Linc-Ed/Xero)
- Debtor management
- Provide financial information to Leadership team/budget holders as requested

Expenditure

- Purchase sundry items on behalf of the school and pay accounts to designated limit and within appropriate authorities
- Monitor all school expenditure and reimbursements: GST receipt, reasonable, within authority
- Ensure all purchases are authorised prior to payment
- End of year printouts (Linc-Ed/Xero)

Supplier Payments

- Reconcile invoices/statements with Xero
- Set up supplier accounts as required, whilst minimising suppliers required
- Present invoices to Principal for approval
- Schedule batch payments on internet banking; Xero and ASB
- Post payments on Xero, ensuring accuracy and full description entered
- Present bank payment summary and invoices/statements to Principal for authorising through bank
- Present same to second signatory for authorising through bank
- Ad hoc payments by cheque as required
- Petty cash

Payroll

- Payroll processing – advise payroll of new staff and changes to salaries, contact details etc
- Coding and checking support staff and teachers wages from monthly SUE report
- Fortnightly reliever and leave processing
- Monitor, code and post payroll printouts fortnightly
- Bank staffing monitoring and reporting

Inland Revenue

- GST: submit returns, and make bi-monthly payment
- Tax: payment relating to Board meeting reimbursements if meetings are above tax-exempt limit

School management/dealing with External Parties

- Insurance: Organise annual property valuations and complete claim forms
- Apply for grants and funding on behalf of the school and complete relevant documentation

Financial Administration

- End of year filing of all financial documents, ensuring legal compliance
- Maintain asset register, with paper file of all property purchases above \$1000
- Cancelled cheques
- Security of funds and cheque books

Refer to:

Christchurch East School website
 Schooldocs
 Novopay payroll systems
 Linc-Ed manual
 ENROL
 Inland Revenue
 Solutions and Services
 Ministry of Education
 New Zealand School Trustees Association
 Vulnerable Children Act
 Education Council
 Police vetting

Signed

Date

Coaching and Appraisal feedback completed

Signed

Signed

Date

Principal

Employee