

Mission Heights Junior College
Whanau/Administrative Assistant
Job Description

Name:

Position: Whanau/Administrative Assistant

Tenure: Permanent Part time, – 35 hours per week. The position is for term time but there may be a need to work some school holidays.

Starting Grade: Admin Grade A, Step 1 \$15.93 per hour as per the Support Staff in Schools Collective Agreement

Direct Report to: Senior Leaders (Assistant Principals and Curriculum Leaders)

Responsible to: The Principal,

Key Tasks:

- Document management : Typing, Scanning, laminating, copying at the direction of Senior Leaders
- Accurately and promptly updating records including attendance information. Following up on attendance issues at the direction of Senior Leaders
- Managing whanau reward system data and printing certificates
- On line ordering of resources, equipment, supplies at the direction of Senior Leaders
- Delivery of messages within whanau.
- Data entry and updating of student achievement records, eg E AsTTle
- Communication with parents at the direction of Senior Leaders
- Collection of money, permission slips, distribution of passwords etc
- Rotating responsibility with other assistants for maintaining staffroom in a tidy condition including loading dishes into dishwasher
- Bookings for trips at the direction of Senior Leaders
- Management of lost property in the whanau
- Occasional in class Teacher Aide support as required
- Register whanau IT and property issues
- Other administrative duties as required to assist the Senior Leadership team