



Mission Heights  
**JUNIOR COLLEGE**  
GROWING GREATNESS  
KIA MANA AKE

## Mission Heights Junior College

### Position Description

### Principals' Personal Assistant

**Responsible to:** The Principal

**Tenure:** full time, term time.

**Remuneration and conditions of service:** This position is covered by the terms of the Support Staff in Schools Collective Agreement or an Individual Agreement on the same terms based on responsibilities equivalent to Grade D.

The role may require work to be completed during term breaks, payment for which will be negotiated ahead of the time.

#### **Functional Relationships with:**

Senior Leadership Team, Administrative staff MHJC and MHP, All staff, School Community

#### **Key Responsibilities:**

Providing support to Principal, Associate Principal (AP) and Deputy Principals with whole school responsibilities (DPs).

The effective management of administrative functions and duties to ensure the school operates in an efficient and effective manner.

#### **Support of Principal, AP, and DPs**

- Managing electronic diaries, scheduling appointments, and meetings as required.
- Scheduling, flagging and monitoring recurring tasks requiring attention by the Principal and AP and DPs to ensure timely and effective completion.
- Organising travel, accommodation, events and catering when required.
- Setting up appraisal interviews and documentation.
- Preparing documents and setting up appointments relating to the formal discipline of students.
- Preparing reading lists and certificates for each term's Champions Assembly, prize givings and Year 10 graduation.
- Year 10 Graduation preparation, planning.
- Specific duties relating to emergency evacuations and drills.
- Member of the Crisis Response Team (when required).

#### **Communication**

- Sorting postal mail and email correspondence and distributing to the relevant member of staff.
- Maintaining effective communication with the Mission Heights Junior College community, education sector and external networks/agencies.  
Including notification of term dates, start up/enrolment information, Teacher only Days etc

- Answering administrative queries both internally and externally.
- Referring important queries to the relevant staff member where appropriate.

### **Personnel**

- Assisting with the appointment of new staff including:
  - Advertising internal and external vacancies in the NZ Education Gazette, on the school website and local media (if required).
  - Preparing a short-listing document.
  - Setting up and arranging interviews with relevant personnel and preparing documentation.
  - Preparing and sending Letters of Offer.
- Managing the entry documentation for new teaching, support, DEEP and coaching staff including:
  - Role descriptions, cybersafety agreements, new appointment forms, IRD registration, staff badges/business cards, pigeon holes, duty vests, parking bay.
- Assisting with daily check-in of Relief teachers.
- Setting up payment for new DEEP, relief and other coaches.
- Setting up exit procedures and forms for leaving staff.
- Setting up, maintaining and archiving confidential personnel files both electronic and hard copy.

### **College Payroll**

- Keep accurate and up to date personnel records of all staff.
- Record and process fortnightly payroll and send it to Novopay.
- Process Novopay forms for any changes in staff status.
- Enter all sick leave and other approved leave each pay period (with Finance Manager).
- With support of the Principal and Finance Administrator, check and verify payroll reports to make sure they are accurate and correct.

### **Compliance**

- Being familiar with procedures to manage matters such as complaints, and emergency safety procedures.
- Ensuring Ministry of Education returns are submitted by their due dates. Including attendance returns, roll returns, Charter, Analysis of Variance etc.
- Ensure Teacher Registrations are current for all Teaching staff and monitor the attestation process for the Senior Leader responsible.
- Ensuring 'KAMAR' is updated once Teacher Registration renewal is received.
- Ensure the Police Vetting process is complete for all new appointments, all support staff on 3 yearly frequency; parents accompanying overnight trips and contractors working on site.
- Maintain 7 point safety checklist on new staff appointments with regards to safety checking of workforce (Vulnerable Childrens' Act 2014)

### **Secretary to the Board of Trustees**

- Attending Board meetings to take minutes.
- Scheduling of monthly Board meetings and Annual Work Plan.
- Actioning of all Board correspondence.
- Communicating with Board members on behalf of the Principal, as applicable.
- Preparing of and sharing Agendas and supporting documentation.
- Updating policies and procedural documents.
- Maintaining confidential documents and records.
- Updating BoT contact details as required.
- Send Board payment schedule to Education Services for processing.
- Subject to Board approval, act as Returning Officer for Parent, Staff, and Student Trustee

annual and triennial elections including:  
Preparation and distribution of documentation,  
Advertising in local media, on school website,  
Processing of votes and advising outcome.

**Management of Administration Staff**

- Manage and support staff in Reception, Student Services, Staff Room and Finance areas.
- The Administration Staff act as a team and at times support may be required for reception, staffroom, sick room and the Finance Administrator.
- Assisting as necessary with the Health room student sick bay.

**General**

- Ensure that elements of the tasks required are shared with other members of the Admin team as a back up plan in case of sudden leave requirements.

Signed \_\_\_\_\_

Principal \_\_\_\_\_

Date \_\_\_\_\_

## **MISSION HEIGHTS JUNIOR COLLEGE**

### **PERSON SPECIFICATION**

#### **PRINCIPALS' PA**

##### **Relationships**

- Recognises the importance of serving our school community.
- Has an understanding of the school vision and culture and loyalty to it.
- A genuine liking for and desire to support people.
- A warm and cheerful manner.
- Works to build supportive, collegial relationships with all staff, students, parents and wider community.
- Maintains professionalism and confidentiality at all times.

##### **Planning**

- Develops and manages plans to best achieve objectives
- Skilled at scheduling and planning to allow managed workload for self and others.

##### **Action oriented**

- Ability to set goals and achieve them to deadlines.
- Can multi-task.
- A positive and enthusiastic approach to people and tasks.
- Is able to work independently to support the responsibilities and work of the Principal, Associate Principal, Board of Trustees, as delegated by the Principal.
- Forward thinking

##### **Perserverance**

- Has the resilience to try different approaches to achieve outcomes.
- Uses initiative and displays an ability to remain positive and be productive under pressure.
- Is a high level thinker and will respond to tasks independently.

##### **Problem Solving**

- Ability to clearly define the issue and select the most appropriate solution.
- An ability to evaluate and prioritise tasks.
- Manages people's expectations well and finds appropriate solutions to issues.

##### **Future Focused**

- A willingness to work in an intensively digital work environment.
- High level of proficiency with digital tools and school specific software.

- A willingness to create, learn and embrace new ways of operating to enhance operational efficiency.

### **General**

- It is expected that, as a representative of the Principal and Associate Principal, the Principal's PA will promote the good reputation of the school and not act in any way whereby the goodwill and reputation of the school may be prejudicially affected.
- This includes public comment or opinion on any matter relating to the school.