



Normanby School

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JOB DESCRIPTION

Office Manager

Responsible to:	School Principal Normanby School Board
Functional Relationships with:	Principal Normanby School Board Staff Parents Students PTA
Employment Agreement:	Support Staff in Schools Collective Agreement [SSCA] Grade 4

Primary Objectives (which are in alignment with Grade 4 indicators as printed in SSCA)

- Actions, which enable the implementation of the goals and objectives, set down in the School Charter and Annual Plan.
- To contribute to and participate in the corporate life of the school.
- To assist in the day-to-day management of the school.
- To provide personal assistance to the Principal and Normanby School Board.

It is expected that effective performance in the following key areas will be required to achieve these objectives.

Personal Assistance

- Providing personal assistance to the Principal
- Helping meet the needs of teachers and pupils
- Handling parent enquiries

Public Relations

- Presenting a positive image of the school
- Establishing good relationships with staff, students, parents and community

Administration Services

- Maintaining effective office management systems
- Monitoring the office information and communication technologies

Finance

- Managing income and expenditure
- Supervising daily cash transactions
- Assisting with budget preparation, monitoring and reporting monthly to the School Board

- Assisting with Annual Financial Reporting through to audit
- Assisting to manage payroll and related matters
- Assisting Ed Services to Manage the Asset Register

Property

- Maintaining the Accident Register.

School Board

- Attending Board Meetings
- Providing executive support to the Presiding Member and Board, including secretarial support at Board meetings.

PERFORMANCE AGREEMENT

Office Manager

Personal Assistance

- Providing personal assistance to the Principal
- Helping meet the needs of teachers and pupils
- Handling high level parent enquiries
- Deal with mail as directed
- Organise and collate Book Club.

Including...

- Organisation of print materials and email management
- Working collaboratively with teachers (ordering, budget management etc)
- Appropriately managing confidential matters on behalf of Principal

Performance Indicators:

- Typing of letters / email traffic is managed effectively
- Filing and recording of documents for ease of access
- Parent enquiries are handled with respect and confidentiality

Public Relations

- Presenting a positive image of the school
- Monitor all incoming calls
- Welcome visitors to the school. Direct them to the appropriate person/place, oversee visitor log.
- Liaise with parents to complete enrolment forms and arrange pre enrolment visits. Enter relevant details onto the school management system and ENROL.
- Establishing good relationships with staff, students, parents and community
- To provide clerical assistance towards the administration of the PTA
- Dispense and maintain a record for medication
- Assess sick and injured pupils and take appropriate steps to manage

Including...

- Positive interactions in all matters being undertaken in the name of the school.
- Taking a “problem solving” approach when approached to assist
- Building positive relationships with staff, students, parents and members of the school community

Performance Indicators:

- No negative comments being made to others
- Parents / visitors feel supported in their enquiry
- Positive working relationships are evident

Finance

- Managing income and expenditure
- Supervising daily cash transactions
- Assisting with budget preparation, monitoring and reporting monthly to the School Board
- Assisting with Annual Financial Reporting through to audit
- Assisting to manage payroll and related matters
- Assisting Ed Services to Manage the Asset Register
- Manage the running of the school vans, create van runs each term, ensure payments are received each week, liaise with van drivers to resolve any issues that arise

Including...

- ordering goods
- processing accounts and maintaining financial records
- banking
- Assisting Ed Services in preparation of annual accounts for audit
- Assisting Ed Services in completing year end transactions
- Operate the school's stationary scheme

Performance Indicators:

- Accounts procedures are handled appropriately
- Policy guidelines for financial management are adhered to
- Annual Reporting requirements are met

School Board

- Providing executive support to the Chairperson and Trustees, including secretarial support at Board meetings.

Including...

- Attendance at monthly board meetings and as required at strategic planning meetings.
- Receiving reports and disseminating to board members
- Recording minutes

Performance Indicators:

- No negative comments being made to others
- Parents / visitors feel supported in their enquiry
- Positive working relationships are evident

Term of Performance Agreement

The term of agreement shall be for one year at which time the agreement will be 'rolled over' or amended to take account of new tasks and / or objectives as agreed by the Principal and the Officer Manager

This Performance Agreement was made between:

Name:

Name:

Signature:

Signature:

Date:

Date