



St Andrew's College

POSITION DESCRIPTION – MIDDLE SCHOOL ADMINISTRATOR

- POSITION TITLE:** Middle School Administrator
- RESPONSIBLE TO:** Head of the Middle School (HOMS)
- RESPONSIBLE FOR:** Middle School reception and administration. Also liaises with and provides support to the Attendance Officer.
- KEY RELATIONSHIPS:**
- Head of Middle School
 - Deans
 - Attendance Officer
 - Senior College Administrator
 - Teaching Staff
 - Parents
 - Students
 - Support Staff

CORE VALUES OF ST ANDREW'S COLLEGE:

St Andrew's College offers pre-school to year 13 education which is:

- Independent.
- Co-educational.
- Christian in its ethos, derived from its Presbyterian foundation.
- Scottish in traditions.
- Focused on excellence, the love of learning and encouraging each student's highest personal achievement.
- Caring, supportive and stimulating.
- Attentive in its provision of opportunities for the development of the values and skills necessary to make a positive contribution to local and global communities.
- Able to offer boarding accommodation during the school year from Years 9–13.
- Inspirational and encouraging, by providing the appropriate support for each student to achieve her/his potential.

Values – principles in all we do.

VALUE	
Truth Pono	We seek knowledge and act with integrity.
Excellence Kairangi	We strive for our best.
Faith Wakapono	We step forward in confidence.
Creativity Auahatanga	We dare to imagine and make a difference.
Inclusivity Kanorau	We value diversity and embrace difference so we all belong.

VALUE	PURPOSE
Truth	Integrity in everything we say and do.
Excellence	Reaching beyond what people expect of us.
Faith	In self, others, and our future.
Creativity	Daring to imagine; turning ideas into reality.
Inclusivity	Valuing diversity; embracing different perspectives.

KEY RESPONSIBILITIES:

The below statements are intended to describe the general nature and level of work to be performed within the role. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

1. Middle School Reception

The Middle School is always welcoming and prompt assistance is provided to all visitors - students, parents and staff.

2. Assistance to HOMS & Middle School Deans

The HOMS and Deans are provided with prompt, organised, friendly assistance as and when it is required – diaries are accurate and up-to-date, correspondence is produced to a high standard, etc. New teaching staff are provided with the office supplies they require for their roles and are provided with helpful assistance to enable them settle into their new roles and carry out their duties.

3. Middle School Mail-Outs

Middle School publications are organised and mailed out so that parents have the information they require in a timely manner. Student reports are sent out to the correct recipients and at the prescribed time.

4. Student File Administration

Student files are accurate and updated as required. Student administrative requirements – such as the leave register, uniform exemptions, lateness passes, etc., - are issued when required before school, at morning tea and lunchtime with efficiency and accurately recorded. The Deans are kept advised and up to date on departing Middle School students.

5. Student Assistance and Disbursements

Each student is allocated a locker and lock, with this information accurately captured in the correct spreadsheet. Regular locker checks are undertaken – any maintenance is noted and passed on via Maintenance Requests so it can be attended to promptly.

Invoices are coded and signed off by the appropriate staff member before being given to the Accounts Payable Officer for prompt payment. Deans and tutors have the information they require on EOC, Year group disbursements, etc., as and when it is required. The Accounts Receivable Officer is sent disbursements that are accurate and timely.

Lost property is looked after. Notices are put up promptly to enable students to retrieve their lost items.

6. Support to Attendance Officer & Senior College Office Administrator

Assists the Attendance Officer and Senior College Office Administrator, including providing cover, so that student whereabouts during the school day is accurate and up to date, with a flow of accurate information between Middle and Senior Schools, and to parents if relevant.

7. Health & Safety

Encouraging of the Health & Safety culture at the College and able to assist with trial and real emergency evacuations. First aid is given to students as required and escalated to the Normans Road Surgery or Emergency Services where appropriate.

8. General

Undertakes any other reasonable duty or task that may be required.

EXPERIENCE & SKILLS:

1. IT skills - able to effectively use and learn new technology.
2. Experienced and confident with Word, Excel, etc.
3. Experienced with relational databases.
4. Experience working in an administrative role.
5. Experience working in a school environment is preferred but not essential.

PERSON SPECIFICATION:

1. Personal qualities of honesty, integrity, enthusiasm and approachability.
2. Excellent communication skills – ability to communicate well verbally and in writing.
3. Always interested in students.
4. Excellent people skills – professional, friendly manner.
5. Able to work quickly and under pressure.
6. Organised with an eye for detail.
7. Ability to work calmly and positively in all situations.
8. A team player – collegial.
9. Able to show initiative and suggest improvements to processes.
10. Loyalty and commitment to students and their parents and staff.
11. Be supportive of the strengths of the school, and exercise discretion and confidentiality.
12. Ability to work independently.