St Andrew's College

POSITION DESCRIPTION –PREPARATORY SCHOOL OFFICE MANAGER

POSITION TITLE: Preparatory School Office Manager

REPORTS TO: Principal of Preparatory School

RESPONSIBLE FOR: Ensuring the provision of friendly, proactive and solution-based customer service at Preparatory School reception, office/administration and library.
Team leadership of the office/administration, reception and library teams.
Providing support to the Principal of Preparatory School.

KEY RELATIONSHIPS: Internal:

- Principal of Preparatory School
- Preparatory School Executive Team and SLT
- Office/administration, reception and library staff
- Teaching and support staff
- Advancement team: Communications, records and registrar staff
- Finance and ICT teams
- Students

External:

- School visitors
- Parents/caregivers

DIRECT REPORTS: Reception, office/administration and library 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 their 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.

DUTIES / 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.

Key Area of Responsibility – Team Leadership
Expected Outcomes
• Provide leadership to the Office and Library teams, ensuring services are delivered efficiently, proactively and professionally, and that the work environment is collaborative and positive. • Lead and support the ongoing development of Office and Library team members through effective communication, coaching, professional learning, performance development and continuous improvement initiatives. • Support school staff induction processes, in collaboration with the Principal, Deputy Principals and Assistant Principal. • Carry out annual performance reviews for direct reports. • Work collaboratively with College departments, including Records, ICT, Communications, Finance, the College Registrar and leadership teams. • Provide guidance, coaching and support to Admin staff.

Key Area of Responsibility – Reception and Office/Administration (Front of House) and library
Expected Outcomes
• Ensure the Office is a welcoming first point of contact for visitors, enquiries, parents and students, including maintaining professional organisation and presentation. • Develop and maintain effective office procedures and systems, identifying opportunities to improve efficiency and service. • Ensure administrative requirements associated with school trips and excursions are completed effectively and on time. • Co-ordinate Preparatory School property, maintenance and facilities requirements. • Ensure the administration team fulfil required tasks and responsibilities, including road patrol duties, sick bay assistance, student medications, dental van visits, student attendance, student files, Kindo lunch orders, student photo days, etc. • Carry out general office administration duties, including Frist Aid, medical, emergency and student safety requirements, when necessary to provide cover.

- Co-ordinate major school events, operational logistics and planning requirements, supporting school-wide communications and organisational planning for Preparatory School functions, parent events, and events such as assemblies and prizegiving's etc.
- Lead the development, review and continuous improvement of office systems, procedures and administrative practices to ensure efficient and effective service delivery.
- Demonstrate a friendly, professional, helpful and calm manner in all circumstances.
- Assist with queries, and be solution focused with concerns and problems.
- Ensure follow up is efficient, thorough and timely.

Key Area of Responsibility – Professional Support
Expected Outcomes
• Provide administrative and operational support to the Principal, as required. • Provide administrative and operational support to the Deputy Principals and Assistant Principal, in consultation with the Principal as required. • Monitor and support administrative and library workloads, ensuring resources are allocated effectively and priorities are managed. • Serve as primary point of contact for external and internal stakeholders. • Oversee the management and co-ordination of the Principal's calendar and appointments, working collaboratively with authorised administrative staff. • Oversee Admin budget and manage expenses for Preparatory School administration team. • Manage marketing and communications, including online publications, in consultation with the Principal, Deputy Principal, Assistant Principal and Registrar and Systems Co-ordinator. • Manage sensitive information and matters with a high degree of discretion, professionalism and confidentiality.

EDUCATION, EXPERIENCE, SKILLS, QUALIFICATIONS:

1. Excellent communication skills – ability to communicate well verbally and in writing, and able to effectively use technology;
2. IT and database skills.
3. Experience in similar leadership roles.
4. Good knowledge of office administration and procedures.

PERSON SPECIFICATION:

1. Personal qualities of honesty, integrity, enthusiasm and approachability;
2. Leadership along with an ability to work as a member of a team;
3. Ability to work calmly and positively in all situations;
4. Loyalty and commitment to students and their parents and staff;
5. Be supportive of the strengths of the school, and exercise discretion and confidentiality;
6. Always interested in the wellbeing of students;
7. Excellent people skills, professional, respectful and courteous in manner;
8. Ability to work independently;
9. Adaptable and flexible;
10. Effective organisational and time management skills;
11. Attention to detail.