**JOHN PAUL II HIGH SCHOOL – GREYMOUTH**

**Office Assistant Job Description**

(October 2020)

**Job Title: Office Assistant**

**Reports to: Principal, Deputy Principal and Principal’s Nominee**

**Conditions of Employment: As described in the Support in school’ Collective agreement.**

 **Permanent, term time only, 35 hrs. per week, 8am – 3.30pm**

 **Start: 27th January 2021**

 **Finish: 13th December 2021**

**Rate of Pay: Grade C / Step 2 $21.95/hr.**

**Primary Objective:** The Office Assistant will work in partnership with teachers, senior management, and support staff to promote the learning and welfare of the students, by providing gateway and trades training support and information. The role also requires working closely with staff to maintain the data entry of NZQA results and school administration as needed.

***John Paul II High School offers families a comprehensive education in a school culture which nurtures
and encourages individuals to achieve to their full potential in personal academic excellence, personal
growth and life in faith in accordance with the values of Jesus Christ and Catholic tradition.***

**Key Tasks:**

* Setting up of senior mark books in the Student Management system.
* Inputting of all **moderated** NCEA internal assessment results and providing the teacher responsible for those results with a printout so that accuracy can be confirmed.
* Interviewing of prospective Trades Academy students and liaising with West Coast Trades Academy personnel regarding appropriate courses, in consultation with the Deputy Principal.
* Interviewing of prospective Gateway students and arranging suitable placements in the local community, in consultation with the Deputy Principal. Liaising with these community partners throughout the year regarding students’ attendance and progress.
* Ensuring all Gateway students have the necessary theory work, and assistance as required to complete the work. This may also involve chasing up of students and helping them to finish the work required.
* Maintaining up-to-date information on career opportunities and arranging careers visits as appropriate and approved by the Deputy Principal.
* Liaise with the senior dean to ensure that the most up to date careers information is being given out to senior students.
* Liaising with Universities and other tertiary providers to ensure that our students have the most accurate information.
* Organizing and notifying students of meetings for visiting university liaison officers and other official representatives as approved by the Deputy Principal.
* Maintain a good working knowledge of the available functions in the Student management system and produce, as required by senior management, necessary information, and certificates from the system.
* Work closely with the Principal’s PA on preparations for the senior awards ceremony as directed by the Deputy Principal.
* Open the safe every morning and check the float is correct and in place for the day. In the evening, reconcile the till and return to the Bursar.
* Work in tandem with the Principal’s PA to deal with day to day office administration that occurs (answering the phone, providing first aid, taking payments from staff and students etc.)
* Assist Staff and Senior management as reasonably requested.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Office Assistant)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 David Sullivan (Principal)