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**Nurturing our Future - Growing Together**  
*Kia atawhai aa mua - Kia tipu ngatahi*

# Application Package for Office Manager Position





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## School Description

Tamahere Model Country School is situated almost equal distance between Hamilton and Cambridge in a semi rural environment, close to State Highway 1 and Hamilton International Airport.

Established in 1884 our school exists within mature grounds and enjoys spacious playing fields.

We are a Decile 10 school with supportive community, and parents who have high expectations for their children's education.

An enrolment scheme has operated since 2005 and, with this, our roll is increasing and this year our peak will be around 460. We cater for Year 0 – 6.

The children are encouraged to achieve high academic standards with Numeracy and Literacy being a daily focus. A wide variety of opportunities are offered across all curriculum areas from the Arts, with choir and productions through to Physical Education and Sports, including Outdoor Education and Weekend Sporting teams.

School and community events are valued for their contribution to our children's development. Agricultural Day and Pumpkin Night help maintain our rural atmosphere and community spirit.

As a Model Country School, School of Education students are a regular and positive feature of our school environment.

We strive for all of our students to reach their potential.

## Community Goals

At Tamahere Model Country School we value our **Children**.

We strive for:

- Children who are enthusiastic learners, academically challenged and physically fit.
- Children who are able to communicate effectively and are equipped with the skills and values necessary to succeed now and in the future.
- Children who show respect for themselves and others.

At Tamahere Model Country School we value our **Environment**.

We strive for:

- An emotionally and physically safe, open and inclusive environment which values diversity and challenges our children.
- Strong community and whanau links preserving our rural identity.
- As an Enviro School we strive for children who respect, protect, appreciate and enhance our local and global environment.

At Tamahere Model Country School we value our **Parents/Caregivers/Whanau**.

We strive for a:

- United approach to learning, with strong home and school links, together fostering a love for learning.

At Tamahere Model Country School we value our **Staff**.

We strive for:

- A skilled teaching staff dedicated to innovative, dynamic and forward thinking.
- Who are focused on creating opportunities for every child to succeed.

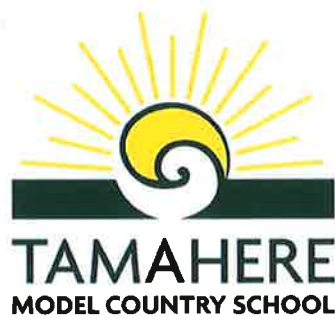


## **Beliefs & Values**

Tamahere Model Country School aims to foster learning and achievement in a safe and supported learning community.

To achieve this we believe in the importance of:

- ◆ Having high expectations of children and their achievements.
- ◆ Developing life long learners.
- ◆ Focusing on the needs of individual children and their learning requirements, whilst implementing the New Zealand Curriculum.
- ◆ Literacy & Numeracy are essential skills to develop to achieve success.
- ◆ Encouraging the growth of self-confidence and self worth.
- ◆ Children, staff, and parents respecting and valuing each other.
- ◆ Valuing and respecting diversity.
- ◆ Showing that learning can be fun and children can achieve their dreams.
- ◆ Providing outside experiences to enhance and reinforce classroom learning.
- ◆ Quality teaching and learning environments.
- ◆ A strong partnership between teachers / students / and families.
- ◆ We aim for all our students to reach their potential by providing a physically safe and nurturing environment.
- ◆ A learning environment that recognizes effort, enthusiasm, commitment and achievement of goals.
- ◆ Caring and respecting our environment. To cherish our Enviro-School status. To work towards sustainability as a way of being and acting that nurtures people and nature, now and in the future.
- ◆ We will provide a wide range of learning experiences based on the seven essential learning areas and developing the essential learning skills.
- ◆ We recognize that our children will grow up in a vastly different world and we aim to develop the skills of resilience and adaptability.
- ◆ Dedicated and enthusiastic team of professionals, who work to bring out the best in our children.
- ◆ An open door policy and encouraging community involvement.



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### **Personal Specifications**

Tamahere Model Country School is seeking an Office Manager, working during school term time, with some holiday work.

The successful candidate will need to possess the following general attributes:

- A positive '**Can Do Attitude**' - **Kia Maia**
- Ability to problem solve and resolve issues
- A self-starter
- Able to work on their own and alongside fellow administration staff
- Able to see 'a need and fill a need'
- A team player '**Together as One**' – **Kia Kotahi** - who will become actively involved in the corporate life of our School.
- Someone who enjoys working in a school environment
- Shows rapport and patience with children, parents and teachers! '**Honour Be Your Guide**' - **Kia Manaaki**
- Is flexible and adaptable
- Able to manage time effectively
- Enthusiastic and dedicated
- Fit with our Enviro School ethos
- Uses appropriate Health & Safety Practices
- Will fit comfortably within the culture of our School - '**Nurturing Our Future – Growing Together**' - **Kia atawhai aa mua - kia tipu ngatahi**



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## Position Description Office Manager

<b>RESPONSIBLE TO</b>	Principal		
<b>HOURS</b>	37.5 hours per week, Monday to Friday 8:00am – 4:00pm (Term Time only), plus approximately 2-weeks a year in the holiday breaks and on occasions Minute taking at evening Board Meetings (Indication only)	<b>HOURLY RATE</b> (Indication Only)	Around \$25.00 to \$30.00 per hour depending on experience
<b>DATE</b>	When Available to start in Term 3 2021	<b>TENURE</b>	Permanent Term time with some school holiday work.
<b>FUNCTIONAL RELATIONSHIPS</b>	<u>Internally</u> Staff Students – 5-12 years University Student Teachers	<u>Externally</u> Parents and Caregivers Contractors / Suppliers / Educationalists Board of Trustees / University staff	
<b>OBJECTIVES</b>	<u>Primary Objectives</u> 1. To run a welcoming, positive school reception area. 2. To provide office management / supervision, administrative support and finance administrator support to Principal, management, staff and school community. 3. To epitomise our school's Vision and Virtues. 4. To provide First Aid and care for students		
<b>CONDITIONS OF EMPLOYMENT:</b> Staff at Tamahere Model Country School are employed under the following employment contract: <ul style="list-style-type: none"> <li>NZEI Support Staff in Schools Collective Employment Contract, effective 13 December 2019 to 6 February 2022.</li> </ul> Copies of the Employment Agreement are available from the Principal. An individual contract can be developed. You are required to abide by all school policies and procedures.			

### Linking with our School Ethos

Caring and dedicated professional

A love for children

Easily fits within our Schools - **Nurturing Vision**

A friendly and approachable manner when dealing with staff, parents and children

– **Kia Manaaki, Honour Be your Guide** – Respect for others, self, property and the environment.

Enthusiastic and flexible – positive – **Kia Maia, Can Do Attitude**

Sense of humour

A team player who enjoys working collaboratively with others – **Kia Kotahi, Together as One**

Previous experience relating to working and caring for children

\*A First Aid Certificate is desirable – but training will be available.

## Person Specification

	ESSENTIAL	PREFERRED / DESIRABLE
<b>Education/Training</b> <i>Eg. Professional registration, degree, diploma, drivers licence, etc</i>	Drivers licence School Certificate or NCEA equivalent English	Sixth Form Certificate / U.E. or NCEA equivalent / English. Current First Aid Certificate.
<b>Experience/Knowledge</b>	Experience in administration and reception work.	A minimum of two years experience in a busy professional office environment. Experience in accounting is helpful.
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Good communication and the ability to relate to people from different cultures and backgrounds</li> <li>▪ Ability to lead a positive team culture</li> <li>▪ Quick and accurate typing skills</li> <li>▪ Computer skills, including Microsoft Word and Outlook/Gmail/web/School Management System (SMS) -online training is available</li> <li>▪ The ability to use general office equipment such as photocopiers, printers and faxes</li> <li>▪ Calmly and confidently administer first aid.</li> <li>▪ Planning and organisational skills</li> <li>▪ Time management skills and the ability to prioritise tasks</li> <li>▪ Decision-making and problem-solving skills</li> <li>▪ Effective spelling &amp; grammar</li> <li>▪ Good overall knowledge of the English language</li> <li>▪ Practical skills e.g. laminating, cutting paper, filling envelopes</li> </ul>	Knowledge of all Microsoft applications, such as Word, Excel and Publisher.  Previous experience as a Team Leader or Supervisory level role
<b>Attributes/Abilities</b>	<ul style="list-style-type: none"> <li>▪ Strong interpersonal and effective communication skills</li> <li>▪ A supportive team member and collegial member who is willing to become actively involved in the corporate life of the school</li> <li>▪ Honest, trustworthy and enthusiastic</li> <li>▪ Has a rapport with students</li> <li>▪ Bright, sunny personality</li> <li>▪ Attention to detail</li> <li>▪ Able to work under pressure</li> <li>▪ Able to be flexible</li> <li>▪ Able to cope with the unexpected</li> </ul>	



	<ul style="list-style-type: none"> <li>▪ Good time management</li> <li>▪ Effective and supportive team player</li> <li>▪ Multi-tasking</li> <li>▪ Friendly</li> <li>▪ Good sense of humour</li> <li>▪ Good forward planning</li> <li>▪ Exercise discretion and diplomacy</li> <li>▪ Keep confidentiality</li> </ul>	
<b>Physical</b> <i>Eg. physically able to lift and move furniture or boxes, must be able to do repetitive work, etc</i>	<ul style="list-style-type: none"> <li>▪ Be clean and tidy in appearance, professionally groomed</li> <li>▪ Able to work in a shared, busy, sometimes noisy office</li> <li>▪ Ability to lift boxes (e.g. paper, envelopes etc) &amp; move light furniture (e.g. desks &amp; chairs)</li> <li>▪ Lifting/supporting weight of children</li> </ul>	

<b>HEALTH AND SAFETY</b>	
The hazards which the successful applicant may be exposed to in the course of undertaking these duties include:	
<b>Chemical</b>	Cleaning products, insect repellents, medications, toners
<b>Plant/Equipment</b>	Computers, Photocopiers, Printers, Cameras, Scanners, and other electronic equipment
<b>Environmental</b>	Illness, body fluids
<b>Physical</b>	Repetitive work, shared office, constant interruptions, lifting of children/furniture, Ag Day
<b>Note:</b> This is not intended to be a comprehensive list of all hazards relating to this position.	

<b>Tasks Covered across the Administration Team</b>		
	<b>TASKS</b>	<b>INDICATORS</b>
<b>Emotional Environment</b>	Treat all students in a respectful manner. Respectful language and tone used. Positive, encouraging, smiling approval to students.	Children feel happy and respected. Children feel comfortable and relaxed. Children feel supported and feel confident and able to ask questions and seek advice.
<b>Physical Environment</b>	Office area is maintained to a high standard. Resources are well stored – tidy and accessible.	Create a professional, calm and cohesive, well managed working environment.
<b>Health &amp; Safety</b>	Hold a current first aid certificate, and be aware of first aid procedures. Treat students for any injuries in a calm and confident manner and administer medications. Ensure the student is aware of what treatment is being given to them. Recording and managing Absentees, as required.	An incident register is kept up to date for all accidents and incidents. Confident with first aid. Notes go home if students are involved in an incident, head injury or when thought appropriate. All students are accounted for every day. Body fluids and children cleaned up with efficiency and kindness.
<b>Recycling</b>	Support and encourage our Enviro School's philosophy and the use of our recycling bins.	Ensure that there is minimum wastage of paper in the photocopying room, and support the use of recycling bins.




	Uphold our school's vision, principles and values.	
<b>Supporting School Initiatives</b>	Support and reinforce school rules and expectations.  Promoting Sun Safety.	Students play cooperatively and cooperate appropriately – treating others with respect. All students wearing hats while outside in Terms 1 & 4. Spare hats kept in office.
<b>Reception Duties</b>	Answering telephones.  Meeting and greeting all visitors to the school.	A warm, efficient, timely and professional telephone manner.  A welcoming and happy reception area.
<b>Human Resources</b>	Supporting the Principal and Board of Trustees, with employment letters and appropriate documentation.	Creating letters in a timely manner.
<b>Administrative Tasks</b>	<p><b>Undertake Key Administrative Tasks</b> Enter student enrolments, leavers, and student details, and teacher details on Assembly, our School Management System (SMS).</p> <p>Maintain a current pre-school roll, linking with pre-school agencies.</p> <p>Communicate with parents regarding new and possible enrolments. Ensure that new enrolments provide appropriate documentation e.g. birth certificates, immunisation.</p> <p>Enter new enrolments and leavers on the ENROL system - ensuring correct time frames are adhered to.</p> <p>Provide appropriate School Management System (SMS) reports, as requested from teachers, Hearing &amp; Vision etc.</p> <p>Collate and compile newsletters, information emails, newsletter advertising and BOT meeting booklets and minutes.</p> <p>Operate a booking system, invoice, and liaison with the Tamahere Community Centre Committee (TCC).</p> <p>Supporting the Principal in all areas.</p> <p>Supporting School Events and assisting the PTA e.g. selling tickets. Answering staff, parent and other questions and queries.</p>	<p>The Assembly system is up to date and accurate with student and teacher details.</p> <p>Positive links with pre-school agencies and accurate data for deciding ballot numbers and roll returns.</p> <p>Guidelines are clear for parents both in and out of zone. All essential documentation for students is kept on file.</p> <p>The Enrol system is kept up to date with student details.</p> <p>Support is given to other staff members as required.</p> <p>Newsletters and BOT booklets and minutes are accurate and attractive.</p> <p>Ensure that the TCC facilities are used appropriately.</p> <p>Work with the Principal as required in an efficient and professional manner.</p> <p>To provide a pleasant and welcoming environment for parents and visitors.</p>

	<p>Emails (in and out) are responded to daily.</p> <p>Maintain website – uploading photos, newsletters and other information.</p> <p>Recruitment support to the Principal and BOT in the appointments process.</p> <p>Attendance register entries on Assembly (Student Management System). Apply codes to daily student absences and follow-up any entries that are unnotified by parents.</p> <p>Mail – open mail and parcels, pass onto appropriate staff members and scan invoices to Xero. Outgoing mail sent.</p> <p>Control uniform stock levels – order as required, keep uniform cupboard stocked</p> <p>Maintain stationery stock levels, ordering of supplies for staff, teachers, ASC, start of year ordering.</p> <p>Supporting the Senior Leadership Team, teaching staff and other Administration staff, as required including: daily banking, general office duties e.g. photocopying, typing, ordering uniform and stationery stock, toners etc.</p> <p>Sick Bay management.</p> <p>Purchases for and setting up of staff morning teas, events and maintaining cleanliness in staffroom, sickbay, lost property.</p>	<p>An up to date and accurate website is available to the public.</p> <p>An efficient and well run appointments process.</p> <p>The Student Management System is up to date and accurate.</p> <p>Keep all correspondence up to date.</p> <p>Ensure uniform is available for students</p> <p>Ensure necessary items are available for staff and students.</p> <p>Working closely with colleagues to ensure that the office is run efficiently.</p> <p>Treating injury/illness as required.</p>
<p><b>Finance Administrator Tasks</b></p>	<p><b>Undertake Key Finance Administrative Tasks</b></p> <p>Accounts Payable and Receivable.(Xero)</p> <p>Follow up on outstanding accounts.</p> <p>Bank Reconciliations.</p>	<p>Ensure that invoices are created and sent in a timely manner and that bills are checked, entered and paid in a timely manner.</p> <p>Monitor and follow up on any amounts that are overdue.</p> <p>Bank account reconciliations are kept up to date in Xero and provided to the accountant, for end of year accounts.</p>

	<p>Manage day to day financials.</p> <p>Coordinating wages/ salaries with external payroll agency.</p> <p>Liaise with external payroll agency for all employment related staffing issues.</p> <p>Coordinate and manage Banking Staffing.</p> <p>Prepare GST.</p> <p>Monthly and annual financial statements for staff, management and BoT.</p> <p>Reconcile balance sheet accounts and assist auditors and accountant as required.</p> <p>Budget preparation, assist budget holders and monitor budget spending.</p>	<p>Ensure on a daily basis that cash received balances with records and payments are processed. Dealing with queries from parents, suppliers and other staff.</p> <p>Process staff timesheets and leave records with Novopay.</p> <p>Startup new staff, update any changes and support staff with any payroll queries.</p> <p>Ensure that banking staffing is balanced by using bulk funding when necessary. Reports provided on request by leadership staff.</p> <p>Ensure that the GST paid and received is correct and file GST return and pay IRD when required.</p> <p>Prepare monthly reports for BoT meeting.</p> <p>Complete as much of the End of Year process as possible for the accountant and provide auditors with any extra information required.</p>
<p><b>Personal</b></p>	<p><b>Managing Self</b></p> <p>Having a good overall knowledge of a school office and understanding how it works.</p> <p>Having good communication and listening skills and a good overall knowledge of the English language.</p> <p>Having the ability to relate to people from different cultures and backgrounds.</p> <p>Having practical skills, computer skills and the ability to use office equipment.</p> <p>Able to multi task.</p>	<p>Being able to work in a busy, ever changing environment and be able to constantly update and prioritize the workload</p> <p>Being an effective team player, with a good sense of humour.</p> <p>Being able to exercise discretion and diplomacy when dealing with confidential issues.</p> <p>Keep up to date with ongoing technology advances.</p> <p>Ensuring deadlines are met.</p>

	<p><b>Participating and Contributing</b> Working closely with other members of the administrative team, other staff members, the Principal and the BOT.</p> <p>Supporting the Senior Leadership team, teaching staff and the Administration Officer as required.</p> <p>Supporting School Events and assisting the PTA e.g. selling tickets. Answering staff, parent and other questions and queries. Covering phone and reception as required.</p>	<p>Ensuring that the correct information is passed to the relevant people in a timely and acceptable manner.</p> <p>Working closely with colleagues to ensure that the office is run efficiently.</p> <p>Provide a pleasant and welcoming environment for parents and visitors.</p>
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# Our Vision - Taonga

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<p><b>Kia Manaaki</b>  <b>‘Honour Be Your Guide’</b>  <i>We have respect for ourselves, others, property and the environment.</i></p> 	<p><b>Kia Kotahi</b>  <b>‘Together as One’</b>  <i>We learn and work together, supporting and caring for each other.</i></p> 	<p><b>Kia Maia</b>  <b>‘Confident Can Do Kids’</b>  <i>We strive to do our best with a positive ‘can do’ attitude.</i></p> 
<p><b>Citizen</b></p> <ul style="list-style-type: none"> <li>★ I am culturally respectful.</li> <li>★ I value others and the environment.</li> <li>★ I make good choices.</li> </ul>	<p><b>Team Player</b></p> <ul style="list-style-type: none"> <li>★ I am kind and inclusive.</li> <li>★ I am reliable and trustworthy.</li> <li>★ I listen, share and contribute.</li> </ul>	<p><b>Explorer</b></p> <ul style="list-style-type: none"> <li>★ I am enthusiastic, curious and ask questions.</li> <li>★ I try my best even when things are hard.</li> <li>★ I am a responsible risk-taker.</li> </ul>
<p><b>Kaitiaki</b>  <i>Someone who cares for others.</i>  <b>Ehara taku toa i te toa takitahi, engari he toa takimano,</b>  My strength is not that of the individual, but that of the collective.</p>	<p><b>Mahi Tahī</b>  <i>“Working together as one.”</i>  <b>He waka eke noa,</b>  We’re all in this together.</p>	<p><b>Karawhiua</b>  <i>Which means “go for it!” or “give it heaps!”</i>  <b>Mauri mahi, mauri ora,</b>  Through work, we prosper.</p>



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## Proposed Timeline

### Office Manager

**Permanent term time position, with some holiday work.**

Date	Process
Thursday 15th July 2021	Advertising: <ul style="list-style-type: none"><li>● Trade Me</li><li>● Seek</li></ul>
3.00pm Tuesday 3rd August 2021	Closing date for applicants
From application and throughout process	Referee Checks and Short Listing
Between Tuesday 10th August and Wednesday 18th August 2021	Interviews
From 10th August 2021 onwards.	Offer made to successful applicant for the position.  Appointment subject to independent police check and validity of information provided.  If the successful applicant declines, the next successful applicant will be offered the position.

**Thank you for your interest in our position.**

**We look forward to receiving your application.**