

Hora Hora School Whangarei

EXECUTIVE OFFICER - 32.5 Hours per week.

The Executive Officer works under the jurisdiction and control of the Principal. The conditions of employment are laid down in an agreement between the Board of Trustees and are the terms and conditions as per the Support Staff in Schools Collective Agreement

Generally speaking the Executive Officer

Is responsible for the smooth and efficient running of the School's Administration and Front Office

Carrying out the duties of the Principals Personal Assistant whenever necessary.

As such the Executive Officer is expected to be able to do any of the duties delegated to her by the Principal that appear on this Job Description and any other duties so long as they are not illegal or contrary to the "spirit" of this agreement.

Included in the Schools Administration are "After School Care" and the Te Manu Aute Trust..

All details are on the school Website <http://www.horahora.school.nz> under vacancies. Scroll down as there are job details for teaching positions(2)found above this one.

Please follow the directions there for applying, as applications that have not followed this will be disregarded. A Police Vetting Check is a requirement.

Salary

Support Staff in Schools Collective Agreement Administration Support Grade Salaried position 52 weeks in the year.

Hours

Generally 8.30am to 3.00pm but at times more hours will be needed under the salary provision.

HORA HORA PRIMARY SCHOOL - JOB DESCRIPTION FOR

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Duties of the Executive Officer

Responsible for the running of the School's Administration and Front Office, including the management and appraisal of the other Administration staff, as well as:

Staffing

- Liaising with the Principal and Deputy Principals to ensure that the office is fully staffed at times, including staff illness or absences for whatever reason.
- Ensuring Administration Staff work as a flexible cohesive collaborative team
- Providing training and professional development for the Administration Team, in order to ensure that the school office runs smoothly.
- Responsible for short and long term planning regarding the running of the office
- Liaising with Senior Management to ensure that the Office Systems in place align with the schools plans and objectives.

After School Care

Responsible for the management and appraisal of all the After School Care Staff.

- Ensuring that the After School Care programme is fully staffed and resourced each day.
- Responsible for the application and reporting of the OSCAR funding (Out of School Care and Recreation) for the After School Care programme. This includes meeting with the Assessor and ensuring that the programme complies with the appropriate standards.
- Monitoring parental payments for ASC and following up to retrieve payments when necessary
- Enrolments of children into the After School Care Programme

- Setting up the billing system for the programme, and monitoring overall costs and expenditure.
- weekly accounts to parents
- timesheets for caregivers
- maintaining income and expenditure spreadsheets
- day to day staffing: including leave requests, relief staff for illness and approved leave
- receipts
- WINZ Subsidy applications
- promotion
- forward planning
- PD for staff
- Responsible for short and long term planning of ASC to ensure that it continues to meet the school's expectations
- Liaise with the Principal in regards to Policy and business development functions of the office.

Finance/Accounts

Responsible for the Finance/Accounts of Hora Hora school

- ensuring systems for accountability, security of transactions, reporting of such are in place and updated regularly
- receipting all incoming monies.
- preparation of Account Schedules for forwarding to School Accounting & Support Services Ltd weekly – after checking and signing by Principal.
- Processing one-off payments.
- reimbursing Teachers for Classroom requirements.
- Bank statement coding and reconciliation weekly.
- Compiling data/requirements for Auditor.
- OSCAR (After School Care) compliance and reporting.
- ensuring staff including teachers follow policy/procedures with regards Finance/Accounts.

Payroll – Novopay/EdPay Online

Responsible for ensuring all Payroll records for the approximately 50 workers, are correctly filled in and monitored, plus responsibility for all:

Processing payroll requests via the Novopay/EdPay Online Payroll system.
Maintaining records and preparation of data as required by Principal.

Records - work connected with:

- Staff Usage and Expenditure (SUE) Reports
- Banking Staffing Reports
- Entering Staff absences in Edpay
- Relieving teachers timesheets submitted in Edpay
- Staff Timesheets submitted in Edpay
- Start of Year/End of Year payroll information
- leave of absence forms and summary sheets

Responsible for the management of Banked Staffing within the school in conjunction with the Principal.

Responsible for staffing applications, including Beginning Teacher Time Allowance applications, Mentor Teacher allowances, MITA allowances, PTSA allowances and ensuring that the school and staff are getting all due entitlements.

Personnel/Staffing

Responsibility for:

- Preparation of contracts as directed by Principal.
- Maintaining records and preparation of data as required by Principal.
- Teacher Registration register and reminders
- Police Vetting of Support Staff
- Staffing applications
- Beginning Teacher Time Release Applications
- Staff records, such as names, addresses, phone numbers , maintained
- names of BOT, addresses and phone numbers maintained

Sick Bay

Responsible for ensuring the following:

- maintaining adequate first aid supplies and ordering when required
- attending to first aid and sick children during class time
- contacting parents
- ensuring medicines etc are up to date, and that children who have left school have their medicines destroyed

Fire/Safety Warden

Responsible for ensuring the following;

- maintaining and completing the Fire Checklist
- check all rooms/staff present at drill and advise Principal/DP if anyone missing.
- email notification to Fire Service when Fire Drill completed.

General Administration Duties

Responsible for ensuring the following;

- Mail - dealing with outward and inward.
- Typing -letters, reports and returns as required by the Principal.
- Filing - maintaining the school filing system of reports, newsletters, correspondence etc.
- Telephone - attending to inward and outward calls as required.
- Interviews - preliminary interviews with visitors.
- Requisitions for school materials, Stationery and Teacher requirements.
- Copier Paper – order when required from pre-paid stock.
- Photocopying as required by the Board of Trustees and the Principal.

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Principal
 (Patrick Newman)

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Executive Officer
 (Tracy Beazley)

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Duties of the Executive Officer

This is a guide, not a definitive list.

Start of Year/Term

Check SUE Report

- All teachers getting paid
- All teachers getting PTSA Allowance (Registered or Provisional)
- All teachers getting MITA Allowance that are entitled to it
- Mentor Teacher Allowances if applicable
- Fixed Term Units are being paid correctly
- All Support Staff getting paid correctly – TAs/FIS/ASC/Cleaners
- Check Funding Codes for Support Staff and change on EdPay accordingly.

Beginning Teachers

- Submit Beginning Teachers Time Allowance forms for new/returning beginning teachers.
- Check with BTs that they have completed Salary Assessment forms to get them on the correct payscale.

Teacher Registrations

- Check all teachers hold current registration – reminders to those with upcoming renewals.

Police Vetting

- Check if renewals need to be done for support staff (every 3 years)

Teacher Aide Funding

- Check the funding schedules match the notices given. Check any queries with SENCO (Cheryl Vallance).

Audit Requirements

- Ensure that all items are sent to Ed Services as per the Checklist
- Forward any documentation as required to the Auditor
- Audit takes place Term 1 – Auditor will spend day with EO sighting documents and checking procedures.

After School Care

- Ensure the programme is fully staffed – day to day staffing responsibility of EO.
- Ensure all data up-to-date for funding application – 1 April first one for year. Attendance figures up to and including 31 March will be required. Excel doc to work this out: AdminOfficeDocs/After School Care/Attendance Reporting – OSCAR Grant
- Complete any tasks required for Review Assessment.
- End of year tax certificates to parents.
- Keep an eye on biscuits – arrange biscuit shop when required.

Te Manu Aute

- Filing and record keeping
- Audit

Google Docs

- Prepare the google docs for next term

Teachers
Support Staff
ASC
FIS
Caretaker/Cleaners

Stationery/Photocopy Paper

- Ensure that the stationery order has arrived and distribute to teams.
- Check photocopy paper stocks and order as required.
- EOY - Order Stationery for next year – check with senior teachers their requirements.

Budget/Curriculum Budgets/Classroom Budgets

- Update Curriculum Budgets for current year in line with Budget set (Principal to provide)
- Set up the Classroom budgets for the current year as per the Budget

Food in Schools

- End of term figures to Crystal to send to Ministry. Excel template stored: Shared/Admin/AdminOfficeDocs/Food In Schools/Lunch Scheme Expenses T.....

Cashbooks

- Prepare Cashbooks for any fundraising activities (Easter Raffle usually Term 1 fundraiser)

Banking

- Generally not too much these days unless there is a fundraiser.
- During Fundraiser, bank funds regularly to ensure money not on premises, otherwise bank at end of term.

1 March Roll Return

- This is now processed by DP (Richard). Confirm with Richard the MITA levels of teachers so he can match with rolls.

Staffing Entitlements

- Check that Beginning Teacher Time Allowances are showing on Staffing Entitlements
- Check that the units allocated match the Staffing Entitlement
- Notify the Principal of any discrepancies.

Next Term Teacher Packs

- Prepare the google doc and send to All Teachers for next terms requirements.

General Journals

- General Journal for ASC Hall Hire
- General Journal for FIS costs – Facility Hireage/power/water/rubbish collection etc.

Expense Claim Forms

- Create/Print forms for current year. Change colour of forms yearly.

General Day to Day

Bank Statement Coding – weekly Monday – email to Chelsea (Ed Services)

Bank Statement Coding – weekly Monday – print ASC payments for Julie to process

Payroll - Process Leave
Payroll - Process Timesheets
Payroll – check draft payroll report when available
Payroll – check final payroll report
Payroll - Relievers – mark on google doc when paid
Payroll - Support Staff Timesheets – mark on google doc when paid
Salary Journal – prepare after checking payroll report – Principal to sign – scan to Ed Services
SUE Report – after checking, get Principal to sign – scan to Ed Services
Banking Staffing Report – after checking, get Principal to sign – scan to Ed Services
Print off Timesheets for week (either Friday afternoon or first thing Monday morning)
Invoicing if required
Remittances – copy any to Ed Services
Process any personnel issues – new staff/terminations etc.
Check day to day staffing of After School Care
Banking if required
Print reliever rolls if required
Office cover if required.
Filing
Whatever else the day throws at you.

Principal Personal Assistance

Whenever necessary carrying out requests from the Principal

Renewals

Auditor – Every Year

First Aid Certs – Every 2 years

Police Vets for Support Staff – Every 3 years

Teacher Registrations – Every 3 years

ASC Grant Reporting – Every Year

ASC Review Assessment – Every 3 years? (currently yearly)

Skills Required

Word

Email

Excel – good working knowledge – must be able to link spreadsheets

Google Docs

SMS – Edge

Education Payroll

Internet Banking



Hora Hora School

22 Te Mai Road, Whangarei
Phone 09 438 3080 Fax 09 438 9047
Email office@horahora.school.nz
Website <http://www.horahora.school.nz>

Principal Pat Newman T.T.C. Dip Ed(Waikato) B.Ed(Massey) Dip.Tchg. ANZPF

APPLICATION FORM FOR PERMANENT POSITION ADVERTISED AT HORA HORA SCHOOL

Please complete and sign this form and email to office@horahora.school.nz along with your CV and any other relevant information. Alternatively you can post it to Hora Hora School, 22 Te Mai Rd, Whangarei or hand into the School Office. We require your signature on the form.

All information is found on our website. Nothing is sent from the office.

Position Advertised is:	<u>Executive Officer Hora Hora School</u>
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<u>Personal Details</u>	
NAME	_____
ADDRESS	_____
PHONE	(Home)_____ (Mobile)_____
EMAIL	_____

<u>Present Employer</u>	
NAME	_____
ADDRESS	_____
PHONE	(Home)_____ (Mobile)_____
EMAIL	_____

Please list the last 4 Employers you have had not counting the one in Present Employer. Start start and finish dates, contact Ph No and reasons for leaving.

Referee (1)

NAME _____

ADDRESS _____

PHONE (Home)_____ (Mobile)_____

EMAIL _____

RELATIONSHIP TO YOU _____

Referee (2)

NAME _____

ADDRESS _____

PHONE (Home)_____ (Mobile)_____

EMAIL _____

RELATIONSHIP TO YOU _____

Privacy Act 1993 (Must be signed by the Applicant)

This application is submitted on the understanding that any information given is for the use of the Hora Hora School Board of Trustees and their authorised representatives, who may at any time, have access to this information.

I agree to the Hora Hora School Board of Trustees or its authorised agents approaching my referees for either written or verbal statements of my abilities, knowledge people skills in relation to this Application for Appointment.

Furthermore I give consent for members of the Appointments Committee of the Hora Hora School Board of Trustees, to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position advertised at Hora Hora School, and or carrying out all required processes re this appointment

I am also aware that an interview must take place.

APPLICANT'S SIGNATURE _____ DATE _____

Mandatory Reporting Offences

Have you ever been convicted of any offences against the law, in any country, for which you could have been imprisoned for 3 months or more.

YES **No**

First time Drinking Driver comes into this category as a Yes. If the answer, for whatever offence is YES, please submit details of the offence(s) on a separate sheet of paper, with dates, details, penalty imposed reasons.

I solemnly and sincerely state, that there are no issues/concerns/actions/complaints/convictions etc., either in the past, or currently in the process of investigation, that could have an impact upon my suitability to be appointed to this school.

If there are, please state what these are, and the background to such.

Other

Are you aware of any processes that have been started, are in the process or awaiting decision that effect your possible suitability for teaching. These would include things like"-

- Teachers Council; Referrals re you
- Criminal Matters

(Remember, they are quite likely, to not impact on the appointment, but lack of disclosure, if discovered at a later date, will certainly be grounds for dismissal)

Application Signature

I certify that I am a registered (or provisionally registered as a New Zealand Teacher,) with a current practising Certificate.

NZTC PRACTISING CERTIFICATE NO _____

I solemnly and sincerely declare that to the best of my knowledge and belief, the information given in this application and in my C.V. and on any other material submitted by me for this appointment, is correct. I also understand that if successful, my placement of where I teach, may change from year to year.

APPLICANT'S SIGNATURE _____

Date / /

OFFICE USE ONLY. Date Application received / / . Time _____



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Website <http://www.horahora.school.nz>

Principal Pat Newman T.T.C. Dip Ed(Waikato) B.Ed(Massey) Dip.Tchg. ANZPF

E.E.O Data. (Required as part of this Application)

As part of our requirements E.E.O. information must be obtained from all applicants for positions at Hora Hora Primary School. The viewing of this file will be restricted to the following.

- (a) the Executive Officer
- (b) The principal who is also the personnel officer of the Board of Trustees.

The purpose of collecting information is to identify gender, ethnic origin and disabilities. Once we have this data base new appointments will be able to more accurately reflect the E.E.O. principles as per our policy and to establish particular employment needs of our employees.

Could you please fill in the form below and return to office with your application.

Name _____ Gender _____

Ethnic Origin. _____

Disability/ies.

Do you live with the effects of injury, long term illness or disability/disabilities? Yes / No

Tick all that apply. Does your disability / injury / illness affect your

Movement

Vision

Respiration / Breathing

Hearing

Speech

Emotional and Mental health.

Concentration

Heart

Other (please state)

Do you need any technical aids or equipment, or adaptations to our work place, to make your work easier or to increase you work performance? YES NO

If yes, please provide more information.



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TIME LINE FOR the Executive Officer Position Hora Hora School September 2024

The following is the time line for the Appointment Process.

1. Jobs advertised by Friday 6th September 2024
2. Job Applications must be received at the School Office by 4.00pm Friday 20 September 2024.
3. Application Process commences Monday 24 September 2024. This will take some time, as it generally involves shortlisting extensive background checking, committee input and may or may not include an interview, depending upon applications...
4. Successful applicant notified at latest by the end of the last week in October 2024 but earlier if possible. This notification will be dependent upon the Vulnerable Children Interview Requirements (Each successful applicant must be interviewed by principal and identity established using Passport, Driver's license etc.) and Police Vet but could be earlier.
5. Once successful applicants are notified, all other short listed applicants will be contacted.\
6. Positions to be taken up by the start of the 2025 school year or sooner by negotiation,