

TAUPO-NUI-A-TIA COLLEGE



JOB DESCRIPTION

Position:	Administration and Resource Assistant
Responsible to:	Office Manager
Direct Reports:	Nil
Functional relationships with:	Support Staff, Principal and Deputy Principals
Position term:	Term time only, Commencing 5 September 2022
Hours:	32 ½ hours per week, 8:30am – 3:30pm, Monday to Friday
Terms of Employment:	Support Staff in Schools Collective Agreement

KEY RESPONSIBILITIES

The Administration Assistant is responsible for providing administrative services to ensure effective and efficient support is provided to relevant staff.

1. To provide administrative support to Heads of Faculty. This includes but is not limited to:
 - a. Word processing, using Microsoft Office and/or Google Document applications
 - b. Photocopying laminating and spiral binding
 - c. Making resources and stationery orders for different departments
 - d. Stocktake, covering and repairing textbooks
 - e. Data entry and filing for departments
 - f. Collation of photos and Powerpoint presentations for Prize Giving
2. Support Enrolment Officer and administrative support for School KAMAR
3. Bay Trust Medical Centre (current 1st Aid Certificate preferred) regular lunch cover, some full day cover
4. Library lunch cover and resource cover (1 ½ hour daily)

Professional/Personal Development

1. Honesty
2. An efficient and effective administrator
3. Accurate data entry
4. A good sense of humour
5. Ability to relate well to other people – students, staff and the public.
6. A team player
7. Has initiative and common sense