

Office Assistant Job Description (tentative) 2025

OFFICE ASSISTANCE

KEY AREAS	Expected Outcomes
Provide efficient, friendly service to staff, students and parents dealing with enquiries and purchases	<ul style="list-style-type: none"> • Business inquiries are addressed and issues resolved • Assist with uniforms, stationery and other stock sales and maintenance • Visitors are greeted and directed as required

COMMUNICATION

KEY AREAS	Expected Outcomes
Ensure efficient systems are in place to conduct effective and timely communication with the Principal, staff, students, parents and community.	<ul style="list-style-type: none"> • All communications are responded to efficiently and appropriately. • Information is passed on as appropriate • Confidentiality is paramount • School newsletters and notices are checked, edited and distributed in the Office Manager's absence. • Daily notices are distributed
Check and document student absences	<ul style="list-style-type: none"> • Notification of student absences are recorded and monitored, including 5+ days unjustified • Information is passed on to staff (teacher/ team leader/ DP/ Principal as appropriate)

STUDENT WELFARE

KEY AREAS	Expected Outcomes
Attend to on-site injuries, illness or medical emergencies for staff & students as appropriate	<ul style="list-style-type: none"> • A full First Aid certification is maintained • The health needs of students and staff are safely able to be managed and first aid administered in a timely fashion as appropriate
Attend to the needs of children as appropriate	<ul style="list-style-type: none"> • Liaise with Subway re lunch orders • Children without lunches, equipment, clothing items are catered for

FINANCE - SALES

KEY AREAS	Expected Outcomes
Process over counter sales	<ul style="list-style-type: none"> • Process money in – balance and receipt
Upload Items to Hub doc	<ul style="list-style-type: none"> • Payments are actioned in a timely manner

STUDENT RECORDS

KEY AREAS	Expected Outcomes
Manage student ICT agreements	<ul style="list-style-type: none">• Actions returned documents• Maintains running record of ICT information• Provides info for teacher• Updates Photos Not to be Published doc for teachers
Manage Attendance Records	<ul style="list-style-type: none">• Daily accuracy is monitored and rectified• Prepare termly Attendance Overview and share with Principal

ADMINISTRATION - RESOURCES

KEY AREAS	Expected Outcomes
Stock is monitored and supplies ordered as needed	<ul style="list-style-type: none">• Medical supplies are available as needed• First Aid kits are monitored and maintained
Ensure mail and deliveries are checked and distributed	<ul style="list-style-type: none">• Purchases are checked, accessioned and distributed as appropriate• Resources are made available in a timely manner
Work as a team to maintain a functional staffroom	<ul style="list-style-type: none">• The staffroom is a pleasant place to be, with adequate equipment and supplies
Update and maintain staff In/ Out Board and Staff Room Cubby labeling in a timely manner	<ul style="list-style-type: none">• Communication is made easier for<ul style="list-style-type: none">- Monitoring of staff on site for safety/ security- the storage / passing on of material to staff
Organise catering for events.	<ul style="list-style-type: none">• Food and beverages are available for events such as:<ul style="list-style-type: none">- Learning Conversation evenings, Māori Huis and Parent evenings
Monitor and Order supplies (eg Staffroom/ bathroom/ Stationery/ School Uniform)	<ul style="list-style-type: none">• Stocks are on hand as needed
Liaise with External Suppliers/ Providers (eg. School Lunches / Photocopier/ Alarm Monitoring)	<ul style="list-style-type: none">• Information is communicated in a timely manner• Issues are resolved effectively

PRINCIPAL

KEY AREAS	Expected Outcomes
Assist the Principal with their professional work	<ul style="list-style-type: none">• The Principal is notified of parent and business enquiries• Other administrative tasks are carried out as requested by the Principal