

2023 JOB DESCRIPTION

Name of Employee:

Job Title: School Office Manager

Directly Responsible to: Principal

Functional Relationship with: Principal, Librarian, Teaching staff, Support staff, Parents, Students, Caretaker and School Board.

Primary Objectives:

- Smooth, efficient running of the school office
- Provision of office administration services
- Oversee and maintain financial accounts
- Oversee payroll documentation and issues
- School Board secretary

Job Position: Permanent Position

Hours of Work: 37 1/2 hours per week for 42 weeks per year.
Monday to Friday 8 am till 4.00pm. (with half an hour lunch-break)

Salary: Salary will be \$34.13 in the Administrator Scale Grade 5 Step 1 as detailed in the current Support Staff in School's Collective Agreement 20 June to 19 February 2024. Salary progression within grades will occur according to section 3.3.3 of the current Support Staff in School's Collective Agreement.
School Board secretary services paid on timesheet.

Term and Conditions of Employment:

Unless specifically stated below the current terms and conditions of employment for this position are detailed in the current (20011/20013) Support Staff in School's Collective Agreement.

Special Conditions:

- Annual leave entitlement is four weeks (20 working days) in addition to public holidays, which can only be taken when the school is officially closed and when academic instruction is not taking place.
- Any other 'discretionary' leave (not including sick leave) must, whenever possible, be taken when the school is officially closed and when academic instruction is not taking place. The Principal must approve this leave in writing.

Personal Specification:

- Have a personal relationship with the Lord Jesus Christ, having been born again in the Holy Spirit.
- Should view their ministry in the school as a 'call' from God, rather than simply a position of employment.
- Shall accept and recognise a responsibility to uphold and maintain the Special Character of the school both within and outside the workplace.
- Shall have an ability to communicate and listen sensitively and courteously. (Colossians 4 v6)
- A character that daily and consistently displays evidence of the 'fruits of the Spirit' (Galatians 5v22.23) namely: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

OBJECTIVE ONE: Smooth, efficient running of the school office

Key Tasks	Expected Outcomes
Establish and maintain efficient filing systems.	Information required is readily available and is stored in a manner which maintains integrity of material.
Maintain a sound working environment.	A clean, tidy, business-like office providing an excellent image to public, staff and students.
Ensure all necessary information is provided to pupils and staff when required.	Efficient dissemination of all information in a timely and appropriate manner.
Ensure the office is staffed at all times during the school day.	Reception and telephone duties are fulfilled 8.00-4.00; or whenever requested by the Principal. Liaison with other school support office staff to ensure school office remains open between 8am and 4.00pm, each day. This includes interval and lunch time.
Confidentiality/privacy issues and considerations maintained at all times.	No breaches of confidentiality established or proven.
Ensure all equipment is appropriately maintained.	All equipment such as computers and other office equipment are well maintained and remain in a working order. This includes bells synchronized and operating.
Provide reception duties.	Receive and deal with enquiries from parents, students and visitors at school office reception in a polite and courteous manner.
Answer Telephone calls.	Receive and answer telephone calls promptly. To pick up outstanding telephone messages regularly especially at the beginning, middle and the end of each school day. Administer the school office telephone answering system. To change message on answering machine as and when required, to ensure message is updated and accurate. To pass on messages and queries to the appropriate member of staff on the same day or within 24 hours whenever possible. In cases of an emergency, ensure the message is relayed immediately.
Emails and other communications.	School office emails, etc to be received promptly, and passed onto the appropriate staff member or responded on the same day or within 24 hours.

OBJECTIVE TWO: Provision of office administration services

Key Tasks	Expected Outcomes
Accurate completion of all correspondence outward.	Correspondence is accurately and efficiently dealt with. Filing is maintained for ease of retrieval.
Recording and sorting of inwards correspondence. Board mail is directed to the Board Secretary.	Correspondence is accurately and efficiently dealt with. Filing is maintained for ease of retrieval. School office emails etc to be received promptly, and passed on to the appropriate staff member or responded to where appropriate.
Filing.	All filing is up to date, so that any required information is readily retrieved. Filing of private information is in line with Privacy Act provisions.
Provide typing services for The Principal.	Provide accurate work to the satisfaction of the Principal. That the Principal (and other staff as the Principal dictates) has access to quality secretarial services that is timely and accurate. School newsletter and other parent communications sent out in a timely and proficient manner.
Cash handled in an appropriate manner.	All cash is recorded in accordance with the Financial Procedures Manual.
Act as a chaperone/observer for the Principal during particular meetings when requested.	Take accurate legible notes if requested. Maintain confidentiality.
MUSAC edge	Ensure information in MUSAC edge is up to date and accurate. Prepare edge for MOE returns.
Supervise School Purchases	Stationery, Staff amenities, Photocopying/Printing Supplies and other school purchases. All purchases to be ordered in accordance with the Financial Procedures Manual.
Police Vetting	Obtain Police Vets for all Support Staff and Contractors working with students. Maintain confidentiality.
Employee Documents	Provide accurate work to the satisfaction of the Principal . Prepare Employment records, Job Descriptions, IEA's and any other employment forms required by the Principal.
School Board secretary	Provide secretarial services at School Board meetings.
International students	Liaise with Agents where required. Prepare appropriate documentation.

OBJECTIVE THREE: **Oversee and maintain financial accounts**

Key Tasks	Expected Outcomes
Maintain all accounting records using Xero accounts programme as per ASK setup.	Information required is readily available and filed in a manner, which maintains integrity of material. All accounts to be legible and accurate.
Prepare monthly banking reconciliations.	Information is prepared on time and is readily available and filed in a manner, which maintains integrity of material. All entries to be legible and accurate.
Code and summarize SUE (salary) reports and enter salaries journals, reconciling any differences.	Information is prepared on time and is readily available and filed in a manner, which maintains integrity of material. All entries to be legible and accurate.
Cash handled in an appropriate manner.	Safe and accurate handling of all cash received, receipted and balanced.
Provide information to ASK for monthly reports for the School Board	Information is prepared on time and is readily available and filed in a manner, which maintains integrity of material. All entries to be legible and accurate.
Update resource/asset manager (asset register).	Information is prepared on time and is readily available and filed in a manner, which maintains integrity of material. All entries to be Legible and accurate. Information is prepared on time and is readily available and filed in a manner, which maintains integrity of material. All entries to be legible and accurate.
Set up the new financial year and to ensure that ASK receives the Annuals working papers on time.	Information is prepared on time and is readily available and filed in a manner, which maintains integrity of material. All entries to be legible and accurate. Liaise with auditor on Annual Accounts.
Maintain School accounts.	Information is prepared on time and is readily available and filed in a manner, which maintains integrity of material. All entries to be legible and accurate.
Maintaining school ordering system as set out by the School Board	Information is prepared on time and is readily available and filed in a manner, which maintains integrity of material. All entries to be legible and accurate.
Checking all budgetary spending has been authorized and is properly coded.	Also to ensure that staff are adhering to the budgets signed off in each area of the school. Sign post – liaise with Principal areas where budgets are close to being spent.
Reporting any anomalies or unauthorized spending under \$1000 to the Principal immediately.	Reporting of such incidences have occurred and recorded in writing, dated and signed by the Principal.
To report any serious anomalies or unauthorized spending of \$1000 or over to the Principal and the Presiding Member of the School Board immediately.	Reporting of such incidences have occurred and recorded in writing, dated and signed by the Principal and the Presiding member of the School Board.

OBJECTIVE FOUR: Oversee payroll documentation and issues

Key Tasks	Expected Outcomes
Daily timesheets for relievers to be entered to Payroll through EdPay data.	Information is prepared on time and is readily available and filed in a manner, which maintains integrity of material. All entries to be accurate.
Pay schedules for support staff to be entered to Payroll through EdPay data.	Information is prepared on time and is readily available and filed in a manner, which maintains integrity of material. All entries to be accurate.
Set up new employee's appointments forms to EdPay.	Information is prepared on time and is readily available and filed in a manner, which maintains integrity of material. All entries to be accurate.
Maintain up to date information to EdPay regarding existing staff.	Information is prepared on time and is readily available and filed in a manner, which maintains integrity of material. All entries to be accurate.
MUSAC edge	Ensure information in MUSAC edge is up to date and accurate. Teacher Registration, Support Staff Police Vetting, Employee checking forms details are up-to-date.

Objective Five: School Board Secretary

Key tasks	Expected outcomes
Prepare AGENDA, Distribute reports/correspondence Attend meetings and take minutes. Distribute minutes	Efficient administrative running of meetings and follow-up. Documentation available on-time. Minutes distributed efficiently as soon as possible after meeting.

Appraisal Procedure

The Principal will be responsible for carrying out an appraisal according to the key tasks outlined in the job description as part of a yearly appraisal cycle. This will consist of:

- Midway Appraisal meeting in May or June 2023
- The main annual appraisal meeting date to occur by November 2023
- Current job performance investigated and outcomes recorded.
- Progress on previously set goals and objectives detailed and any further actions recorded.
- Set goals and objectives for the following year to include any professional development that may be required.
- Principal to report to the Board of Trustees by December 2023.
- Repeat appraisal cycle process on an annual basis.

This employment agreement is only valid if signed and dated by both the employee and the employer (Presiding member of the School Board) or the employer representative (Principal of Excellere College), and should be reviewed, amended where appropriate, and resigned on an annual basis following the completion of the employees' annual performance appraisal.

Signed _____ (Employee) _____ (date)

NAME:

Signed _____ (date)

NAME: