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| **Job Title:** | Te Whare Hauora Administrator | | **Job Category:** | | Support Staff |
| **Department/Group:** | Administration | | **Location:** | | Admin |
| **Current Jobholder:** | Courtney Brough | | **Grade:** | | As per Support Staff in Schools Collective Agreement. |
| **Responsible to:** | Executive Assistant | | **Performance Reviewer:** | | Executive Assistant |
| **Type of position:** | 30 hours per week, term time only. | | **Performance**  **Sub-Reviewer** | | Executive Assistant |
| **Working Hours** | 8:30am - 2:30pm | |
| **Role and Responsibilities** | | | | | |
| The purpose of this role is to work in support of the Manager Te Whare Hauora and provide quality, accurate and timely administration for school nursing, counselling, first aid and other student support functions. | | | | | |
| **Roles** | | | **Responsibilities** | | |
| **General**  (the same for all Administration Staff) | | | * Embrace the Vision, Values and Goals of Whangaparaoa College. * Greet visitors, in person and on the phone in a timely manner, maintaining a professional manner at all times. * Attend to visitors in a calm, efficient, friendly and timely manner. Students, staff, parents and members of the community are treated with courtesy and respect. * A high quality customer service and professional manner is maintained. * Assistance is given in a timely manner. * Timelines are followed. * Deadlines are met. * Works collegially with others. | | |
| **Administration Support for Guidance and Health** | | | * Administrative duties and support for Te Whare Hauora staff as required. This may include, but is not limited to, the following type of support: * Assisting Te Whare Hauora staff with general admin * Data entry, admin and reporting via school’s SMS (KAMAR) * Arranging meetings, and admin support for meetings * Preparing, coordinating and issuing learner call up slips, as required * Liaison with student runners * Contacting caregivers * Determining who is best to deal with learner cases as they arrive (triaging and directing learners to support) requiring confidence and confidentiality * Liaison with external agencies as needed eg Oranga Tamariki, lawyers representing learners, to set up visits and appointments * Assist with health clinic administration as required * Completing admin tasks for immunisation, dental, vision and hearing teams (which occur annually) | | |
| **Student Attendance Support** | | | * Sign in late learners each morning, and issue with late slips * Sign in and out learners leaving for and arriving from external appointments during the school day, and issue with late slips * Contact caregivers as required to confirm learners are late, or leaving, with permission | | |
| **First Aid Support**  **(First Aid Certificate required)** | | | * Assist the school registered nurse by triaging and providing simple cares to learners * Cover the health Clinic while the Nurse is on breaks or absent * Administration of medication to learners in the Nurse’s absence (following protocols) | | |
| **General Administration** | | | * This part of the role will be to assist with other administrative duties as required; and may include, but is not limited to, the following type of support: * Assist office staff with other administration duties * Assist SLT, Executive team, and teaching staff * Provide back up support for other Administration Team roles during absences | | |
| NOTE: This job description is not intended to be all-inclusive. Staff may perform other related duties as negotiated to meet the ongoing needs of the organisation, and other tasks associated with this role as reasonably required. | | | | | |
| **Knowledge, skills, abilities and qualifications requirements for this position** | | | | | |
| Ideally, an administrator with experience in a clinical setting and/or experienced in working with young adults. Time and general management skill; computer competency, KAMAR, word processing, e-mail, Google Suite (and/or PowerPoint, Excel spreadsheets) as required. Ability to be flexible and use initiative, work as a team and be a proficient administrator. A warm but firm manner, able to handle potentially difficult or emotional situations. | | | | | |
| Confidentiality | | Retain strict confidentiality on matters which are discussed or documented which relate to school staff or students. | | | |
| Collegiality | | Maintains positive and effective working relationships with other support staff, teachers, student community, and provides help when needed. | | | |
| Contribute to wider school | | Contribute positively to the life of the school supporting where and when relevant to the school activities. | | | |
| **All Support Staff Must:** | | | | | |
| * Observe safe work procedures, rules and instructions and demonstrate best practice in accordance with these. Apply any relevant knowledge learnt from training to work practice. * Ensure that all incidents, injuries and hazards are reported to the appropriate person in an accurate and timely manner. Early reporting of any pain or discomfort. * Take an active role in treatment and rehabilitation, to ensure an “early and durable return to work”. * Provide feedback and suggestions to promote continuous improvement of health and safety systems and procedures relating to your work/environment | | | | | |
| Last Updated By: | | Administration team | Date/Time: | 4 December 2024 | |
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Signed: Te Whare Hauora Administrator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: Principal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_