



Summary

Responsible to:	Business Manager
Hours:	8.00am to 1.30pm 25.00 hours per week, 5 days a week Term time only plus timesheet 30 minutes for lunch
Remuneration:	Grade 4 Support Staff in Schools Collective

Personal Characteristics

Strong Organisational Skills

Maintains good systems within the school, finance and administration

- Broad and clear understanding of payroll systems;
- Familiar with the interpretation of relevant regulations, Acts, collective agreements and formal MOE directives
- Proactive in identifying and resolving issues;
- High degree of competence with Microsoft Office suite and Databases;
- Able to establish and maintain effective systems and communicate these clearly to others.

Maintain good relationships

High quality communications with students, parents, staff, and senior management is maintained at all times

- Establish and maintain good working relationships with students, staff, parents and members of community;
- Maintain high communications with all parties;
- Keep calm under pressure and focussed on seeking a solution.

Teamwork

Be willing to assist others in the work environment to provide high quality service and meet deadlines

- Contribute by sharing talents, interests and expertise;
- Assist others when required in meeting deadlines for the department /college;
- Be flexible and adaptable to changes in procedures, system and regulations.

Personal Skills

Contribute to the administration and school team in meeting all organisation deadlines

- Show initiative;
- Ability to meet deadlines;
- Prioritise tasks;
- Ability to work independently;
- Strong attention to detail;

Tasks

Payroll

Edpay – Teachers, Support Staff

- Enter all timesheets, leave and payroll changes for teaching, support staff, including start of year and end of year process; relief staff.
- Check payroll for teaching, support staff and relief staff on a daily basis;
- Liaise with Edpay School Liaison as required

lpayroll - Cleaners, Dining Room Staff, Boarding, Prep, Board Members

- Prepare payroll for Prep School, cleaning, dining room and boarding staff on fortnightly basis;
- Prepare payments for Board of Trustees and Boarding Staff allowances on monthly basis

All payroll

- Answer staff payroll queries;
- Prepare any payroll related claims including ACC and Kiwi Saver;

HR Administration

- Liaise with Principal's EA as to advertised vacancies, resignations, job offers etc
- Ensure all appointment letters/variations are correct, signed and filed;
- Liaise with managers to ensure all new staff have orientation and induction, and induction checklist completed;
- Monitor Pourato activity from MOE, inform Principal any anomalies and trends
- Complete bank staffing reports using Toolkit and ensure school within yearly allocation.
- Terms 2 & 3 work with Principal with staffing for following year, GMFS, FTTE monitoring as to needs and use, roll predictions etc – using Teams
- Complete Police vetting non-teaching staff and contractors, maintain filling of police vets in personnel files;
- Teacher registrations manager – maintain the registration register including LATs and the registration support for staff;
- Maintain Government mandated registers for all employees and contractors, including Physical Restraint, Police Vets, First Aid Certificates etc.

Administrative Support

- Assist Student Officer Manager with Enrolments and Subject Selection
- Assist Attendance Officer
- Cover for lunch breaks and sickness;
- Assist in archiving of school records;
- Other administrative duties as assigned.

Human Resources and Payroll Advisor: _____ Date _____

Headmaster: _____ Date _____