

TE KAUWHATA COLLEGE JOB DESCRIPTION

POSITION: **ACADEMIC SECRETARY – Administrative Class B**

Responsible to: Principal, Deputy Principals and Executive Officer

Purpose: To provide polite cheerful and efficient secretarial services to all staff.
 To ensure that student management system is maintained and operated efficiently.
 To ensure all data is entered into the NZQA website.
 To ensure all Ministry of Education deadlines are met.

Key Performance Areas	Performance Criteria/Expected Results
1. SECRETARIAL SERVICES	
1.1 LAL / Sports Coordinator typing	<ul style="list-style-type: none"> • All letters on school letterhead are approved by the Principal. • All letters are proof read for accuracy and typed on school letterhead. • Trips with permission slips are typed and saved to correct files. • Various other typing completed. • Word processing is efficiently and effectively completed.
1.2 Event Coordination	<ul style="list-style-type: none"> • Support with Principal’s Secretary around compiling end of year prize giving and other events as they occur. • Create power point for such events.
1.3 Outside Agencies	<ul style="list-style-type: none"> • Create student lists as required for various agencies when needed. E.g. Photolife, Smilecare. • Liaise with Principal’s Secretary around scheduling appointments. • Notify Agency around schedule.
1.4 Secretary to Senior Management Team and Deans	<ul style="list-style-type: none"> • All Senior Management and Deans letters completed accurately and quickly as required. • All templates created as requested and data entered accurately and before deadlines. • Import / Export eAsTTle Data when required.
2. RECEPTION	
2.1 2 nd Reception	<ul style="list-style-type: none"> • All visitors to the school are greeted promptly and politely. • Visitors are requested to sign in and a ‘Visitor’ sticker is given. Fire alarm procedures are explained. • Principal’s appointments are made where appropriate.
2.2 2 nd Telephone	<ul style="list-style-type: none"> • Receive telephone calls in the second instance. Calls are handled efficiently and courteously. Calls are transferred or messages taken for staff. Messages are distributed on same day via email, in staff pigeonholes or via student runner if urgent. • Calls entered into KAMAR Pastoral system when required.

Key Performance Areas	Performance Criteria/Expected Results
2.3 General Office Duties	<ul style="list-style-type: none"> • Keep office clean and tidy. • Other duties as directed by the Executive Officer. • Backup for Student Centre. • Backup for First Aid.
3. STUDENT MANAGEMENT SYSTEM	
3.1 Maintain SMS	<ul style="list-style-type: none"> • Student details are kept up to date. • Maintain non-email student's details. • Liaison with Senior Management around parental portal information. • Create documents / certificates in KAMAR system when needed. • Enter Gateway / STAR students into enrol as directed by Gateway Coordinator. Update when required. • Enter Alternative Ed students start / finishing dates into enrol.
4. NZQA DATA	
4.1 Enter Data into NZQA Website	<ul style="list-style-type: none"> • Liaise with NZQA Principal's Nominee. • Ensure data submission file is sent 1st day of every month. • Liaise with Exam Coordinator around schedule of exam staff. • Data is entered quickly and accurately. • Support Principal's Nominee when required.
4.2 Option Booklets	<ul style="list-style-type: none"> • Booklets are compiled and printed in liaison with Deputy Principal. • Student's options are entered accurately.
5. MINISTRY RETURNS	
5.1 Student Returns	<ul style="list-style-type: none"> • Forms are sent out to teachers for completion. • Data is entered quickly and accurately. • Forms are completed in a legible manner and returned to the Ministry before deadlines are due. • Maintain Yr 7-8 Maori language learners and ensure data is kept up to date at every semester change. Yr 11 – 13 entered at beginning of the year.
6. REPORTS	
6.1 Reports	<ul style="list-style-type: none"> • Liaise with Reports coordinator regarding emailing / printing of reports for parents. • Reports are printed attractively & professionally, within deadlines. • Non-emailed reports are distributed to mentor teachers. • Duplicate reports are emailed to caregivers who request them. • Engagement reports are updated and distributed fortnightly.