

KingsView School

Executive Officer

Support Staff Job Description

Job Title/Description	Executive Officer
Responsible to	Principal
Working Relationships	Principal, Classroom teachers, teachers, parents, pupils, extended school community and service providers.

Overall Expectations

To uphold the vision (“Unlocking each child’s treasure trove of gifts and talents”) of the school through:

Community Liaison

- Building relationship with school community, including pupils, family and the wider school community.
- Greeting and welcoming families, pupils.
- Answering phone calls/enquiries.
- Responding to emails/enquiries etc.

General School Life

- Contributing to the wider life of the school.
- Supporting the Special Character, goals, objectives, and policies of the school.
- Taking part in professional development.
- Being part of the school appraisal system, setting and reviewing practise against professional objectives.
- Maintaining confidentiality at all times.
- Following organisational practices of the school, for example, in relation to behaviour management/punctuality/absenteeism.

Finances

- Assisting in the stewardship of the resources God has provided to the school.
- Managing all financial accounts, according to Ministry of Education guidelines and requirements, including reconciling payments etc. with appropriate areas of the Budget.
- Setting up payment for invoices (once purchase etc. has been approved by the Principal), either through cheque or via internet payment.
- Providing the Principal with monthly financial records for reporting to the Board of Trustees. This may also include attending Board of Trustees meetings to present a financial report.
- Completing GST returns as required by IRD.

Media and Communications

Including, but not limited to:

- School website
- Creating multi-media, including movies, slideshows, photography displays etc.
- School news letters and other forms of communication.

Office Administration

- Managing resources and systems to support the education of students in ways that promote both their academic and Christian character development. (The School operates MUSAC EDGE software – training will be provided in this.)
- Ensuring pre-determined essential, disposable school resources are stocked as required.

- Organising the administrative area and create and maintain office systems to allow for growth.
- Being trained in use of the ENROL system, keeping school records up to date as requested by the Principal.
- School archives.
- Enrolling new pupils.
- Completing administrative/organisational tasks as requested by the Principal.

Job Purpose;

The primary purpose of this position is to provide high quality administrative and financial support services to meet the ever changing needs of the school. The incumbent will be required to build strong relationships with the Principal and the senior management team, teachers and other staff as well as external organisations and members of the school community. The incumbent will undertake tasks of a diverse nature and at all times deliver timely, accurate and cost efficient support services that meet the needs of the school.