

Personal Assistant (PA) and Board Secretary



Reports to

The PA will report to the Principal

About the role

Role Purpose

This is a key administrative role in a progressive and busy, full primary school where efficiency, flexibility, collaboration and initiative are key attributes for success. The person in this role will provide secretarial support to the Board of Trustees and administrative support to the Principal, and Senior Leadership Team.

Our Values

We care We get there together We love challenge We love learning We make a difference

The person in this role will be an integral member of our Beckenham Te Kura o Pūroto staff whānau. Our school embraces diversity and believes strongly in being an equal opportunity employer. Our staff work closely together to support one another, our tamariki and their whānau.

Job tasks and responsibilities

Board of Trustees Secretary

- Attend and take minutes at Board of Trustee meetings and undertake secretarial support for the Board as needed
- Maintain BOT correspondence and documentation
- Undertake Grant applications

Public Relations and Communication

- Maintain the school's digital presence, keeping the school website and social media platforms up-to-date
- Edit and publish school newsletters and some emails

Property and Asset Administration

- Manage and maintain property user/hire agreements and bookings, and oversee hired spaces
- Maintain key holder records
- Monitor and provide operational management on all lease agreements and contracts for services
- Administer BWOFF documentation as required.
- Manage staff leased (TELA+) laptops
- Manage disposal of assets as required.

General Office Administration and Support

- Provide cover for Reception desk one day a week, and through lunch breaks.
- Be willing and available to support the other office staff as required as part of the administration team.
- Support the Principal and Senior Leadership Team with other duties as required..

Health and Safety

- Provide First Aid support if required, including administration of student medication, as required
- Ensure a safe working environment is maintained for self, colleagues and visitors to the workplace by reporting any incidents, actively participating in health and safety activities, reporting accidents and near miss incidents promptly, and adhering to safety procedures.

Qualifications

Education

- NCEA Level 3 (University Entrance) English minimum

Prior Experience

- Minute Secretary experience

Specific Skills

- Administration / PA /Secretarial skills
- Proficiency in the use of personal computers and related applications, and confidently and independently able to learn about new systems
- Digital filing systems skills (using Google Suite applications or similar)
- Digital media management skills (website management, social media updating)
- Accuracy in the use of written English

Personal Characteristics

- Have a high level of attention to detail
- Be willing and available to support as required as part of the admin team.
- Be well organised, prioritise tasks appropriately, meet deadlines and take a systematic approach
- Be committed to their own ongoing personal and professional development and to sharing knowledge and information with others
- Demonstrate excellent communication and interpersonal skills with a variety of people
- Be adaptable, willing and able to pick up other tasks to get things done
- Exercise thoughtful judgement and display initiative appropriately
- Maintain the highest level of confidentiality in all situations
- Be positive and approachable and build and maintain positive and effective working relationships
- Enjoy working in an environment that is child-focused
- Have a sense of humour and a ready smile - We get there together!

Hours and Remuneration

- Hours will be negotiated with the successful applicant – in the range of 20-25 hours per week, mostly school hours, and mostly term-time only.
- Remuneration will be negotiated within Grade C of the 'Support Staff in Schools Collective Agreement 13 December 2019 to 6 February 2022'

Start date: Monday, 26 January 2021

Application Process

To apply, send:

- a letter of application,
- your CV AND
- a completed Summary Declaration Form (download from our website)

to appointments@beckenham.school.nz by **midday Friday 20 November 2020**