



**Beckenham
Te Kura o Pūroto**

June 2025

Kia ora,

We are seeking someone to join our amazing admin team in an Office Support role.

This position is fixed term, school term time only, until the end of the 2025 school year. It is 10 - 15 hours per week to be worked over two days (Monday & Tuesday), and casual hours to cover leave as required.

Please email your completed application form, CV and cover letter to appointments@beckenham.school.nz

Applications close Wednesday 18th June at 4pm.

Ngā mihi nui,

Cade Englefield
Principal

*Filling our kete for the journey!
Whakarite ngā kete mō te haerenga!*

71 Sandwich Rd, Christchurch 8023
Phone (03) 337 1404
Email office@beckenham.school.nz
www.beckenham.school.nz

Office Support- Position Description (Fixed term)

About the school and 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 support this role provides to the admin/leadership team enables student learning to be upheld as the primary focus of the school.

This role is responsible for ensuring that the school office is a welcoming and solutions-focused environment for all and that all interactions are responded to in ways that uphold the values of the school. By completing all administration tasks efficiently and with care, this role assists the school to function effectively.

Our Values

- ★ We Care - Arohaina te tāngata me te taiao
- ★ We Get There Together - Mā tatou te waka e hoe
- ★ We Love Challenge - Nau mai te wero
- ★ We Love Learning - He taonga te ako
- ★ We Make A Difference - Nā matou he rerekē te ao

The Office Support is an integral part of our school family. They interact with students, staff, whānau and the wider community on a daily basis. A warm and welcoming disposition is critical in this role.

Job tasks and responsibilities

Key Result Areas

Reception

- Be the welcoming face of the school
- Ensure the reception area is always attended and phones answered in a timely manner
- Ensure that messages are passed on in a timely manner

Attendance

- Follow school policies and procedures for the accurate and timely completion of twice-daily attendance and follow-up of absences
- Communicate attendance concerns to senior leadership (pastoral care)

Hauora and Health and Safety

- Manage systems for children's individual medication in consultation with a member of the Senior Leadership Team
- Responding to health concerns and first aid treatment for everyone on site, following school policies and procedures - See school docs.
- 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 rules.
- Taking an active and procedural role in emergency evacuations - See Health and Safety officer.

Stock Management and over-the-counter transactions

- Receive payments over the counter
- Keep the kitchens stocked with supplies and equipment

Communications

- Send messages to whānau through the appropriate systems as required
- Liaise as required with external agencies and the wider community, as required
- Communicate with staff as required
- Filter and forward incoming email and post as required.
- Assist with the management of the school calendar and the senior leadership team appointments

Other duties

- Support the Office Manager in their role
- Provide general support to other school functions
- Prepare morning tea
- Undertake other duties as requested.

Skills and experience**Person Specification**

- Ability to maintain a high level of confidentiality in all situations
- Demonstrate excellent communication and interpersonal skills with everyone
- Proficiency in the use of personal computers and related applications
- Be well organised, prioritise tasks appropriately, meet deadlines and take a systematic approach
- Committed to own ongoing personal and professional development and to sharing knowledge and information with others
- Flexibility, willingness and ability to pick up other tasks to get things done
- Ability to exercise judgement and display initiative appropriately
- Work well within a team, be positive and approachable and build and maintain positive and effective working relationships

Application Form and Summary Declaration

IMPORTANT NOTES FOR APPLICANTS

(please include this page and all following pages in the application you send)

Thank you for applying for a position with our school. Please ensure you have a copy of the person specifications before completing this application.

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a *curriculum vitae* (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
4. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. All applicants are required to give consent to a Police vet. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence **and**
 - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
 - The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
 - You have paid any fine or costs

Custodial sentences include a sentence of preventive detention and corrective training.

Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

7. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

If you have any queries, please contact the Principal.

OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.



Application Form and Summary Declaration (non-teacher)

Position:	Office Support (Fixed Term)
Name:	
Address:	
Contact Telephone Number:	
Email address:	
Current Position:	
Current Employer:	
Professional Qualifications:	

Referees

Please provide the names of three people who could act as referees for you. At least two of these should be able to attest to your work performance and it would be preferable if one was also your current employer. If you have included written references from people other than those recorded below, please note that we may also contact the writers of these references.

Name	Telephone (include after hours/cell and work)	Relationship (e.g. employer/principal)	Workplace

Do you agree to these referees being asked to nominate other persons who might assist in assessing your application? <u>If Yes, please note that we may contact these persons.</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Please tick the appropriate boxes:		
Are you a New Zealand citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, do you have resident status, or	Yes <input type="checkbox"/>	No <input type="checkbox"/>
A current work visa?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever had a criminal conviction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>(convictions that fall under the clean slate scheme do not have to be disclosed)</i>		
If "Yes" please detail:		
Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Have you been convicted of a driving offence which resulted in temporary or permanent loss of license, or imprisonment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail:		
Are you awaiting sentencing/currently have charges pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please state the nature of the conviction/cases pending:		

In addition to other information provided are there any other factors that we should know about to assess your suitability for appointment and ability to do the job?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", please elaborate:		
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", please detail:		
If you have any disability or medical condition for which you would need support to effectively carry out the roles detailed in the Position Description, please give details of the support needed here:		

"I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in this application is true and correct. I understand that this may be verified. I agree to the references/referees provided to Beckenham Te Kura o Pūroto Board of Trustees in respect to my application for this position at Beckenham Te Kura o Pūroto, being used for the purposes of considering my suitability for the position. I also agree to the Board making further verbal or written inquiries with the referees provided and, if appropriate, with my previous employer (s)."

Name (printed) _____ Signature _____ Date _____