



# Murrays Bay Primary School

## OUR VISION

*'To unlock the uniqueness and potential in every student through an innovative and engaging curriculum'*

## JOB DESCRIPTION AND PERFORMANCE AGREEMENT

**2018**

**XXXXXX**

*Office Manager*

**JOB DESCRIPTION**

**Name:**

**Job Title:** Office Manager

**Professional Level:** Administrative Staff Grade D - 37.5 hours per wk

**Responsible to:** Principal

**Functional Relationships with:**

- |                  |                     |                                    |
|------------------|---------------------|------------------------------------|
| * Pupils         | * Board of Trustees | * Community members                |
| * Teaching staff | * P.T.A.            | * Support persons/Outside agencies |
| * Support staff  | * Parents           |                                    |

## Primary Objectives

1. To work with the Principal, Management Team, other staff and the school's community in the spirit of the School's Charter and the New Zealand Curriculum to provide the most effective possible educational environment for the benefit of our pupils in accordance with our "Vision Statement".

## Job specifications

Hours per week = 37.5  
Pay rate = Administrative Scale Grade D - (37.5 hours).  
To be reviewed = annually  
Annual Total = Term time only, additional hours in school holidays as arranged.

## THIS PERFORMANCE AGREEMENT WAS MADE BETWEEN:

\_\_\_\_\_ Office Manager

\_\_\_\_\_ Principal

Date: \_\_\_\_\_

Period from:

## A: RECEPTION

### Key Indicators

- \* To receive incoming calls and visitors into the school with a welcoming and professional manner.
- \* To receive and distribute email and phone messages and reply where necessary.
- \* To ensure calls or visitors, except in special circumstances, do not disturb staff.
- \* Maintain positive relationships with school families and other school agencies visiting the school.

Self Appraisal \_\_\_\_\_

Appraiser's Notes \_\_\_\_\_

## B: ADMINISTRATIVE FUNCTIONS

### Key Indicators

- \* Maintain a proficient level of knowledge on the operation of the school software programmes, eTap, Vistab, gmail, Google docs and other Mac/PC applications.
- \* To input, review and maintain, pupil file information, ensuring that information is maintained and kept up to date in our SMS and Vistab programmes.
- \* To photocopy school documents as appropriate.
- \* To maintain and manage confidentiality around information such as student protection orders and correspondence as per the Privacy Act, ensuring that accurate data is held on school files and SMS system.
- \* To receive daily attendance returns from teachers, monitor the recorded absences and inform the Principal of any concerns. Jointly, with the Principal, contact any parents / caregivers.
- \* Upload and maintain information on school website when required.
- \* Administrative support to Senior Management Team.
- \* Liaison with outside agencies, confirming availability, bookings and schedules for visits - Photolife, Hearing and Vision, RTLB.
- \* Key management - co-ordination of Pool contracts ensuring all keys are issued and collected within the timeframe outlined. Ensuring bonds are returned as required.

Self Appraisal \_\_\_\_\_

Appraiser's Notes \_\_\_\_\_

<p><i>Key Indicators - Administration continued.....</i></p> <ul style="list-style-type: none"> <li>* Administration support for sports Co-ordinator and Deputy Principal in charge of sports.</li> <li>* Back up support to Principals PA</li> <li>* RAM - check over all incoming RAMS ensuring they are correct and signed off by Principal or proxy.</li> <li>* Emergency Management - Ensure all relevant information is up to date and ensure that it is managed correctly in the event of a emergency response.</li> <li>* Support the PTA representatives with fundraising and school events.</li> </ul>	<p>Self Appraisal _____</p> <p>_____</p> <p>_____</p> <p>Appraiser's Notes _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**C: MEDICAL ROOM**

<p><i>Key Indicators</i></p> <ul style="list-style-type: none"> <li>* To provide back up assistance to students/staff who present in the medical room.</li> <li>* To ensure all students are logged into the medical register when they arrive and their needs are met as efficiently and quickly as possible, contacting caregivers if required.</li> <li>* To administer medications held in medical room with permissions authorised by caregivers/parents.</li> <li>* To notify Management immediately of any urgent or critical situations that may occur, relating to the medical room.</li> <li>* Maintaining First Aid qualification and ensuring first aid certificate is current.</li> <li>* Notifying all caregivers/parents of students that present with head injuries as well as management if required.</li> <li>* ACC forms are completed by any staff member who sustains an injury on site and that this is passed to the Principal.</li> <li>* Administration support of case sensitive information - Vulnerable Children's Act Support.</li> </ul>	<p>Self Appraisal _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Appraiser's Notes _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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## D: INFORMATION MANAGEMENT

<p><i>Key Indicators</i></p> <ul style="list-style-type: none"><li>* Maintain a proficient level of knowledge on the operation of the school communication software programmes, eTap, Google docs/forms, Mail Chimp, School Interviews.</li><li>* Fortnightly production and distribution of the school newsletter, ensuring that information is accurate and current.</li><li>* Maintain a current database of recipients, ensuring that new students are updated to the distribution list.</li><li>* Distribution of notices and communications via eTap, Gmail, Mail Chimp, Facebook and the School App.</li><li>* Preparation and submission of Grant applications.</li><li>* Scheduling and management of School Interviews.</li><li>* Yearbook - Co-ordination, production and distribution of annual yearbook.</li><li>* Maintain and develop positive relationships with business partners.</li><li>* Produce and maintain school publications, such as, Information Booklet, PMP Booklet.</li></ul>	<p>Self Appraisal _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Appraiser's Notes _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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## E: EXTRA DUTIES

<p><i>Key Indicators</i></p> <ul style="list-style-type: none"><li>* Back up support to Principals PA.</li><li>* Novopay/Payroll - Entry of leave and pay details for staff - daily. Following up and answering any queries from staff.</li><li>* Relievers - manage the relievers list for the school. Ensuring all compliance requirements are met.</li><li>* Maintain a proficient level of knowledge on the operation of the school reliever booking software programme, Staff Sync.</li><li>* Book and manage reliever requirements for all staff ensuring that all teaching staff are covered in the event of sickness. (this requires work out of normal working hours)</li></ul>	<p>Self Appraisal _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Appraiser's Notes _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**F: CONTRIBUTION TO TEAM ACTIVITIES AND CORPORATE LIFE OF THE SCHOOL**

*Key Indicators*

1. Works co-operatively and supportively with other staff.
2. Shares information, ideas and practices with colleagues.
3. Positive relationships with parents are built.
4. Involvement in professional development.
5. School policies and procedures are adhered to.

Self Appraisal \_\_\_\_\_  
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\_\_\_\_\_  
Appraiser's Notes \_\_\_\_\_  
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**PERFORMANCE AGREEMENT - CORPORATE AND PERSONAL PROFESSIONAL GOALS**  
**SUPPORT STAFF**

***PERSONAL PROFESSIONAL GOALS***

*Please state up to 3 professional goals. At least one of these goals must focus on the improvement of performance and relate directly to your Job Description/Performance Agreement.*

TARGETS / GOALS	EXPECTED OUTCOME	ACHIEVEMENT METHODS	TIMELINE	APPRAISAL
	What you would expect to happen.	Approximate costing + dates etc.		
				Self Appraisal _____ _____ _____ Appraiser's Notes _____ _____ _____
				Self Appraisal _____ _____ _____ Appraiser's Notes _____ _____ _____

				Self Appraisal <hr/> <hr/> <hr/> Appraiser's Notes <hr/> <hr/> <hr/>
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**APPRAISAL**

Performance towards the expected outcomes above, and personal goals will be formally appraised each year. However this performance agreement may be reviewed as a "progress review" at any time if the parties below decide that a need has arisen.

**REVIEWS:**

Where the Office Manager and Principal disagree each shall provide separate written comment on the matters at issue. Any such matters shall also be taken into account. The Office Manager will advise the Principal in writing of any factors, which may prevent the agreement being fulfilled, or necessitate its amendment.

**TERMS OF AGREEMENT:**

The term of agreement shall be for twelve months at which time the agreement will be either "rolled over" or amended to take account of new objectives as agreed between the Principal and the Office Manager.

**ATTESTATION:**  
*The Professional standards were achieved as shown in the attached Performance Agreement.*

\_\_\_\_\_ *Office Manager*                      \_\_\_\_\_ *Principal*

*Date:* \_\_\_\_\_