



Position Description

Position:	Human Resource and Administrative Assistant
Department:	Support Staff
Responsible To:	Business Manager with day-to-day tasks as directed by Senior Leadership Team members
Engagement Type:	Permanent, Full time - 40 hours per week
Supervisory Responsibilities:	None
Purpose:	To provide HR and Administrative support to the members of the SLT (Deputy Principals, Assistant Principal and Business Manager) to enhance their day-to-day performance.

KEY RESPONSIBILITIES/JOB DUTIES

- Work in close collaboration with the Business Manager to support all HR administrative functions across the school
- Coordinate the recruitment process for teaching and support staff roles including;
 - posting job advertisements
 - collecting applications and creating Selection Matrix
 - responding to enquiries
 - scheduling interviews
 - assisting with immigration related queries
 - collecting and filing all interview notes
- Liaise with SLT and Managers to ensure that Position Descriptions are up to date and accurate for all roles that are advertised/appointed, including internal appointments
- Maintain all contract templates in online Recruitment system
- Oversee the new starter process and onboarding for all new staff including inductions
- Coordinate with the Associate Principal to ensure Teacher Staffing FTE data is accurate at all times
- Support the offboarding process
- Maintain the Staff page of the website, Welcome Doc (Staff Handbook), Google Groups/Admin, and provide staffing changes for Board reports
- Maintain and provide Staff anniversaries and events to Principal's PA on a termly/yearly basis
- Prepare employment contracts in accordance with New Zealand Employment Legislation and the relevant Collective Agreement
- Maintain HR records - including collecting and filing confidential documents, contracts and interview notes, maintaining database in Notion.
- Staff account creation and administration of Staff access to KAMAR student management system
- Provide diary (calendar) support by coordinating schedules, making/managing appointments and ensuring resources are available as required (room bookings, presentation materials/handouts, drinks/snacks)
- Provide guidance for other admin roles when required and assist with the reception roster - student records officer, reception, student services



- Back up to the Payroll function including timesheet entries, Reliever entry uploads and validations, leave uploads and validation and back up to Finance Manager as required in order to meet scheduled Payroll deadlines
- Cover for other Support Staff functions as required, including but not limited to, Business Manager, Principal's PA, Reception etc as required
- Assist the Principal's PA with teachers' registration and Practising Certificate statuses for all teachers (including relievers). Draft letters of support for the Teaching Council when required, e.g. LAT applications.
- Process police vetting applications, ensuring adherence to school processes and legislation including Vulnerable Children Act, Privacy Act etc.
- Other tasks as may be reasonably requested from time to time

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.

Competencies/Attributes

- Experience conducting recruitment and onboarding
- Ability to prioritise and manage workload effectively
- Comfortable using a range of software applications and ability to pick up new applications easily
- Experience using Google Suite including Google Administrator
- Knowledge of NZ Immigration and NZ employment requirements
- High degree of confidentiality
- Demonstrates accuracy and thoroughness at work
- Monitors own work to ensure quality
- Attention to detail
- Consults and acts within Delegation of Authority
- Adapts to changes in the work environment
- Manages competing demands calmly and maintains flow of information to stakeholders
- Keeps stakeholders informed and explains reasons for decisions or changes rationally and in an informative manner
- Maintains professional communication and uses appropriate communication channels appropriate to each situation