



St Andrew's College

September 2020

Dear Applicant

Thank you for your interest in applying for the full-time, permanent position of **Preparatory School Office Assistant** at St Andrew's College.

The following information is included within this application pack:

- timeline of the appointment process;
- application form and referees' details;
- Position Description;
- Person Specification.

Please use the Position Description and Person Specification as a reference when compiling your CV and cover letter.

I draw your attention to our website where you will find more information about the College, stac.school.nz.

Applications for this position close at 4.00pm on Friday 25 September 2020.

Please address your application, consisting of a covering letter, a CV, **and completed forms** to me and send to the Assistant to the Principal, Charlotte Penrose, by email at CPE@stac.school.nz.

We look forward to receiving your application.

Yours sincerely

Jonathan Bierwirth
Principal of Preparatory School
Deputy Rector

TIMELINE

Position advertised:	Wednesday 16 September 2020
Applications close:	Friday 25 September 2020
Shortlist completed:	Monday 28 September 2020
Interviews:	Wednesday 30 September 2020
Appointment made:	Thursday 1 October 2020
Applicants notified:	Monday 5 October 2020

Application Requirements

Your application should include:

1. A covering letter explaining why you are applying for the position and the skills and level of experience you have in order to meet the requirements of this position.
2. A curriculum vitae and the names and contact details of two referees should also be included. The referees should be able to comment on your professional skills, both technical and interpersonal.

Permanent Contract

Full time, permanent position, during term time only: 42.5 hours per week: 7.45am-4.15pm, Monday to Friday.

Start Date

To be agreed with preferred candidate.



POSITION DESCRIPTION – OFFICE ASSISTANT, PREPARATORY SCHOOL

- POSITION TITLE:** Office Assistant, Preparatory School
- RESPONSIBLE TO:** Principal of Preparatory School.
- RESPONSIBLE FOR:** Assisting with the running of the Reception Office at the Preparatory School.
- FUNCTIONAL RELATIONSHIPS:**
- Internal:
- Prep School Teaching Staff
 - Students
 - All College Staff
- External:
- Parents/caregivers
- PURPOSE OF THE ROLE:** To provide a high standard of customer service and administrative support at the Preparatory School's Reception.

CORE VALUES OF ST ANDREW'S COLLEGE:

St Andrew's College offers pre-school to Year 13 education which is:

- independent;
- co-educational;
- Christian in its ethos derived from its Presbyterian foundation;
- Scottish in traditions;
- focused on excellence, the love of learning and encouraging each student's highest personal achievement;
- caring, supportive and stimulating;
- attentive in its provision of opportunities for the development of the values and skills necessary to make a positive contribution to local and global communities;
- able to offer boarding accommodation during the school year from Years 9–13;
- inspirational and encouraging, by providing the appropriate support for each student to achieve her/his potential.

Values – principles in all we do.

Purpose – our reason for existence.

VALUE	PURPOSE
Truth	Integrity in everything we say and do.
Excellence	Reaching beyond what people expect of us.
Faith	In self, others, and our future.
Creativity	Daring to imagine; turning ideas in reality.
Inclusivity	Valuing diversity; embracing different perspectives.

KEY RESPONSIBILITIES

1. Attendance Officer Prep School – twice a day Period 1, Period 5
2. Sickbay – attending to students, referring to nurse. Ordering supplies
3. Accident reporting for Board report
4. Students:
 - NE packs for transition (each term) and ordering parent morning tea
 - Year 8 vaccinations
 - Liaise with CDBH, dental van, hearing & vision. Coordinate dental van visit and assist
5. Road Patrol – selection, training ,Yr7 Duty Roster, duty - Mon-Fri 8.00-8.30 am, 3.20-3.35 pm
6. Admin:
 - Assist at reception and with phone calls as required
 - Typing, filing, laminating, binding, photocopying etc. as required
 - Assemblies/Prizegiving – certificates, cups/trophies
 - Re-stock office forms, class lists, photo album, etc.
 - Re-stock laminating pouches and other general office stationery
 - Sunscreen – office, trips, classes
 - Staff Interval & Lunch Duty – liaise with Alex Kelley re roster. Deliver duty books before interval and lunch
 - Photocopiers – maintain stock of toners and staples. Faults/repairs – call Konica Minolta
 - Synergetic entries
 - General admin (teacher support)
7. First Aid Kits – office/trips, sports kits
8. Student Medical kits – liaise with parents and nurse re medication, update information
9. Photos:
 - Book Photographer to take individual, class, sport and cultural/activities photos
 - Checking of names and finalise for printing
10. Staffroom – supplies, duty roster, morning tea, dishwasher, check and tidy end of day
11. Lost Property

PERSON SPECIFICATION – KEY ATTRIBUTES

- Christian values;
- personal qualities of honesty, integrity, enthusiasm and flexibility;
- excellent people skills, friendly and welcoming with a high level of customer service;
- comfortable working with unwell or injured children.
- excellent communication skills – ability to communicate well verbally and in writing, and able to effectively use technology;
- IT skills.