



Woodlands Park School Application Pack

Accounts and Office Administrator Position



Background Information

Woodlands Park School is situated in a beautiful bush-clad valley adjacent to Scenic Drive in the Waitakere Ranges of West Auckland. The school is a decile 10 with a roll of approximately 400 students and is inclusive and caring. There is a strong community feeling that identifies closely with the school, which is the focal point of Woodlands Park.

Woodlands Park School has a positive energy and is looking for an 'Accounts and Office Administrator' to come and join our collaborative and hardworking team bringing their unique skills and attributes to our school.

Our current teaching and support staff are strongly committed to raising student achievement and create a positive and fun, caring and nurturing environment to work in.

The school is fortunate to have an active PTA who are goal driven and outcome orientated. They are highly focused and contribute immensely to enhance our school.

The Board of Trustees is passionate about the school and its success. The team has excellent governance skills coupled with specific expertise in property, finance and strategic thinking.

All the foundations have been laid for the smooth transition for our new Accounts and Office Administrator with robust systems in place, working collaboratively with our Reception Office Administrator and senior management team.

There are exciting times ahead for our school and you may be the person we need to help continue to build on the positive foundations that already exist within our thriving local school.

Yours sincerely,

Nardz Stephenson

Principal

Person Specification

Accounts and Office Administrator

Position Breakdown

Hours negotiable but likely to be approximately 30 hours per week (e.g. 8.30am – 3.00 pm Mon - Fri)

Employment will be under the terms of the Support Staff Collective Agreement

Starting salary will depend on qualifications and experience. Typical range will be Administration Scale Grade B/C

[Specific personal attributes sought for the Accounts and Office Administrator Position include:](#)

To be a team player with a willingness to work towards the goals outlined in the school's charter and strategic goals

An understanding of the Education System and the vital role our school plays within the local community

Integrity and confidentiality with a code of conduct that is strictly governed by the Privacy Act

[Specific professional attributes sought for the Accounts and Office Administrator Position include:](#)

Systems focused with impeccable organisational skills including a high level of professionalism and the ability to show initiative and discretion

Clear, fluent and accurate use of the English language both written and oral is essential

Technology savvy (+approx. 65 wpm) with experience and familiarity with eTAP (or similar SMS), Xero accounting software, Enrol, Kindo and google docs

Experience with banking and cash handling, Eftpos, Payroll, purchases and payments, general accounting practices, SUE report & Novopay, telecommunication skills

PA duties to the Principal

Appointment Timeline

Applications close Monday 8 April 2019 at 12 noon.

All applications must be sent in digital form with CV, relevant qualifications and cover letter attached in PDF form and sent to principal@woodlandspark.school.nz cc admin@woodlandspark.school.nz

All applicants will be contacted via email by Tuesday 9 April as to whether they have been shortlisted to interview or not.

Interviews will likely take place on the 10th and 11th April during the school day.

Start date is negotiable, but is likely to begin approx. 24 April with training.

Key Tasks from Accounts and Office Administrator

Job Description

| Public relations and communication | Accounts |
|--|--|
| <ul style="list-style-type: none"> • Ensure that a positive welcome is displayed to every visitor to the school • Manage the phones in a positive manner taking messages in written and digital form where appropriate, forwarding callers and screening calls for the Principal and Deputy Principal • Manage Appointments for the Principal • Keep records of the school up to date • Correspondence is well presented and posted promptly • The office area is kept tidy and attractive • A professional appearance is expected • Messages are reliably transmitted • Positively interact with and carry out relevant requests by teachers and staff in a timely manner • Teacher Registration documentation and other official documentation is kept up to date • Communicate and collaborate with the Reception Office Administrator to ensure the smooth running of communications within the office • Liaise with MOE where necessary | <ul style="list-style-type: none"> • Accounts- liaise with contract accounts person, monitor budgets • Supplies coding and payments • Data processing of creditors and bankings • Invoices (debtors) • Auditors liaison • Property administration • Schools contract management • Laptop leases • Insurance • Preparation of banking • Banking and cash handling • Signature of bank deposit • Deposit of banking • Creditor invoicing • Monthly preparation and coding through Xero • Debtors invoicing • Petty cash and reimbursements • SUE report • Bank account reconciliation • Accounting systems daily backup • Weekly offsite backup storage • Xero • All external contract providers and services are kept up to date with the Principal kept informed of contracts coming up for renewal • Fixed asset invoice certification • Payroll -Banked Staffing • Relievers • Records/recruitment and appointment admin • Staffing entitlement alongside the Principal • PTA liaison (fundraising office and admin support) • Novopay and Payroll - duties to be discussed dependent on experience <p>Refer to the Financial Information for Schools Handbook on the Ministry of Education website.</p> |
| Student Enrolment and Information | Board of Trustees |
| <ul style="list-style-type: none"> • ENROL - manage new enrolments and work with parents/caregivers to complete the enrolment process alongside the designated transition person/s online • NSN set up and roll returns (assist Principal with returns/information that is required for 1st March 1st July) • Request any enrolment / student information from any other school • Keep our Prospective Enrolments file up to date • Provide new and prospective parents with all necessary forms and school prospectus | <ul style="list-style-type: none"> • Liaise with the Principal, Chair and Trustees in regards to correspondence • Complete the correspondence within the monthly reports • Prepare Meeting Packs to go out to Board Members 5 days before monthly meetings • Attend Monthly meetings to take minutes, type and distribute within 24 hours of the meeting (ensure current NZSTA formalities are kept i.e. any meeting must NOT exceed the time limit) • Be able to act as the Board's Returning Officer for elections (if required) • Maintain the BoT filing system which includes the Schools Master Policy and Procedure Folder up-to-date • Ensure that the BoT Meeting dates are displayed on the Noticeboard and passed on to be |

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| | <p>included in the school Newsletters • Maintain a record of members attendance to ensure BoT fees can be accurately administered</p> <ul style="list-style-type: none"> • Absolute confidentiality is observed regarding all Board matters whether written or verbal • Stand downs/Suspensions documentation • At NO time is any communication regarding the school to be made to or with the media - the Principal/Board Chair is to be informed immediately |
| <p>Property Management</p> | <p>Health & Safety</p> |
| <ul style="list-style-type: none"> • Maintain the School Key and alarm code Register • Maintain all IT lease agreements including signed contracts by staff • Oversee and coordinate contractors for maintenance work e.g. glazier, security/alarms, heat pumps etc (this may be done in conjunction with the caretaker and Principal) • Keep records of all property project files, plans pertaining to the school for future reference • Be familiar with the schools' 5YA and 10 YPP | <ul style="list-style-type: none"> • Keep personal First-Aid Certificate up-to-date • Health and Safety designation (responsible for keeping health and safety records up to date e.g. fire drills etc) • Coordination of whole school first aide training • Keep signed records of staff Code of Conduct up to date • Hazards register up to date and checked • Ensure parents are informed of any head injury or serious injury immediately and document (in collaboration with Reception Office Administrator) • Legislation updates to be passed on to staff • Police Vetting for all volunteer and parent helpers (e.g. EOTC) |
| <p>General Office Duties</p> | <p>Assisting the Principal (and Deputy)</p> |
| <ul style="list-style-type: none"> • School policies and procedures • Requests and despatches are promptly attended to • Files are kept in an orderly fashion allowing instant retrieval • All filing is done quickly and accurately • Official documents are maintained in an orderly and accurate fashion • The school database is kept up to date with changes entered immediately • Work alongside the Principal and Leading Edge with the auditors • A running sheet is vital for beginning and end of year dates • Photocopying - paper and services kept up to date and running efficiently • eTAP - SMS transition of information through contributing preschool organisations • Staff social fund recording • At the beginning of each day money to be collected from safe, turn on TV, clear emails • At the end of the day - a cut off must be actioned on Eftpos, ensure all computer, aircon units are off and all monies/valuables are locked in the safe • Organisation of morning tea, including preparation, consumables along with catering for special meeting/events, Professional Development Days and Student led Conference Evenings within the school at the direction of the Senior Management Team and in collaboration with Reception Office Administrator • Administer student Conference bookings utilising our online booking system (www.schoolinterviews.co.nz) • Maintain Staff Records and Directory | <ul style="list-style-type: none"> • Appointments made, reminders given and visitors introduced • Confidential information is vetted, appropriately distributed or answered if possible • phone calls and callers are vetted • Messages are passed on promptly • Principal is informed at all times of matters relating to the school • The Principal should be contacted via mobile to communicate any messages (either via text or call dependent) e.g. the arrival of a guest to the school (if not in the admin area) • General word processing, letters, reports and returns as required by the Principal • Any other relevant support required • Please note that this would be the basis for the starting point of the position. The final Job Description will be negotiated with the successful applicant and take into account their areas of strength and skills they bring to the team. <p><u>In return, we can offer</u></p> <p>Support from staff and our leadership team. Transition of up to 2 weeks working with the incumbent.</p> <p>The opportunity and support to develop yourself professionally. Commitment to high quality professional development. An exciting and busy place of work.</p> <p>A supportive community and Board of Trustees.</p> <p>The chance to work alongside a group of passionate, vibrant staff who are learner focused.</p> |

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| | The chance to work in a progressive school, which is undertaking a wonderful learning journey. • A strong management system, committed to developing a dynamic team. |
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***OFFICE USE ONLY:** This page must be retained on file as part of the application; it must not be removed or destroyed.

Version 28/01/2016

Accounts and Office Administrator

Woodlands Park School

APPLICATION FOR EMPLOYMENT

Important Notes for Applicants

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

1. Please fully complete this form personally. First, read it through, 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 necessary.
 3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the 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 will be required to give consent to a Police vet.
 7. a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in [Schedule 2 of the Vulnerable Children Act 2014](#), unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
- b) The Clean Slate Act 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
 - you did not serve a custodial sentence¹ at any time
 - the offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Vulnerable Children Act 2014](#)

¹**Custodial sentence** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.

- you have paid any fines or costs

Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

- Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the [Vulnerable Children Regulations 2015](#).
- This application form and supporting documents will be held by the board. You may access these in accordance with the provisions of the Privacy Act 1993. If you have any queries, please contact the person cited in the advertisement.

APPLICATION FOR EMPLOYMENT

| Position applied for | Location | Vacancy # |
|--|-----------------------|-------------------------------|
| Accounts and Office Administrator | Auckland, West | Click here to |

Tick one

Mr Mrs Ms Miss

Or other preferred title:

| Surname/Family name | First names (in full) |
|---------------------|-----------------------|
| | |

| Birth name (if applicable) |
|----------------------------|
| |

| Are you known by any other name(s)? (if yes please provide below) Yes <input type="checkbox"/> No <input type="checkbox"/> |
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| |

| Full postal address |
|---------------------|
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| Email address |
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Contact telephone numbers

| | |
|------------------|-------------------|
| Personal: Mobile | Business: (Other) |
|------------------|-------------------|

Identity Verification, Criminal Record and Right to Work

Please tick the appropriate boxes:

| | |
|---|--|
| <u>Immigration information</u> | |
| Are you a New Zealand citizen? <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If not, do you have resident status, or <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| A current work permit <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you ever had a criminal conviction? If "Yes" please detail: (A board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Vulnerable Children Act 2014 . The Clean Slate Act does not apply to schedule 2 offences.) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you ever received a police diversion for an offence? If "Yes" please detail: | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you ever been discharged without conviction for an offence? If "Yes" please detail: | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you have a current New Zealand driver's licence? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Have you ever been convicted of a driving offence which resulted in Yes No
temporary or permanent loss of licence, or imprisonment?

If "Yes" please detail:

Are you awaiting sentencing or do you have charges pending? Yes No

If "Yes" please state the nature of the conviction/cases pending:

In addition to other information provided are there any other factors Yes No
that we should know to assess your suitability for appointment and your ability to do
the job?

If "Yes", please detail:

Have you ever been the subject of any concerns involving child safety? Yes No

If "Yes" please detail:

Have you had any injury or medical condition caused by gradual Yes No
process, disease or infection, such as occupational overuse
syndrome which the tasks of this position may aggravate or contribute to?

If "Yes", please detail:

Educational Qualifications

| | Name | Location | Number of years completed | Highest Qualification Gained |
|--------------|------|----------|---------------------------|------------------------------|
| University | | | | |
| Accounting | | | | |
| Office Admin | | | | |
| Other | | | | |

Employment History

Please list your work experience for the last five years beginning with your most recent position. Please explain any gaps in employment. If you were self-employed, give details. Attach additional sheets if necessary.

| Period worked | Employer's name | Position held | Reason for leaving |
|---------------|-----------------|---------------|--------------------|
|---------------|-----------------|---------------|--------------------|

| (please specify the start and end dates) | | (or reason for gap in employment) | | |
|--|----------|-----------------------------------|--|--|
| Start date | End date | | | |
| | to | | | |
| | to | | | |
| | to | | | |

Referees

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/previous employer in the table below. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references. Please ensure that your referee knows you have applied for this role and that they may be required to support your application in digital form.

| Name | Organisation | Position/ Relationship | Email | Mobile |
|------|--------------|---------------------------|-------|--------|
| | | | | |
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Authority to approach other referees

| | | |
|---|------------------------------|-----------------------------|
| I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|---|------------------------------|-----------------------------|

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|---|------------------------------|-----------------------------|
| I authorise the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to my suitability for appointment to the position. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|---|------------------------------|-----------------------------|

Key Criteria

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These key criteria are stated in the position description and/or person specification. Please outline below how you meet each of these attributes and abilities. Even if you are attaching a CV, please fill this out in full. The contact person cited in the advertisement can assist with any questions.

| Criteria (knowledge, skills, attributes, personal characteristics) | Past roles in which you have demonstrated the criteria | What did you do which demonstrated this | Key achievements |
|--|--|---|------------------|
| Public relations communication | | | |
| Accounts and Money Handling | | | |
| Enrol and Student Information (SMS) | | | |
| Board of Trustees | | | |
| Property portfolio | | | |
| Health and Safety | | | |

| | | | |
|--------------------|--|--|--|
| Personal Assistant | | | |
| Office Duties | | | |

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature _____

Date [Click here to enter a date.](#)

Note: If completing this electronically a hard copy (signed) must be provided.