



## Position Description

### Secondary Administrative Assistant

### & Study Room Supervisor – Part time/Fixed term

Position Title: Secondary Administrative Assistant & Study Room Supervisor  
 Reports to: Careers Advisor, Principal’s Nominee, Deputy Principal  
 Working relationships: Middle School Assistant Principal / Senior School Assistant Principal  
 Allowances: None

**1. Purpose of the position:**

To provide general and administrative support to the Careers Advisor and Principal’s Nominee, and supervise the Senior Study Room and it’s students as they work through their tasks.

**2. Person Specification**

This job would suit someone who:

- Loves to serve God with a mission’s mindset
- Is well organised and motivated
- Loves administrative tasks and keeping records
- Likes to encourage others to work to their full potential
- Holds students to account for meeting expectations
- Likes to work as part of a team
- Enjoys networking to 'keep things moving'

Responsibilities and Key Performance Indicators

<b>(3a) Responsibilities</b>	<b>(3b) Key Performance Indicators</b>
Support the CCS Vocational Studies programme	<ul style="list-style-type: none"> <li>• Provides appropriate Classroom supervision of students engaged in Te Kura/Gateway subject catch-up (daily, timetabled)</li> <li>• Conducts monthly conversation with Gateway employers (monthly)</li> <li>• Completes monthly Gateway student progress form (monthly)</li> <li>• Communicates progress form findings to Gateway Co-ordinator (monthly)</li> <li>• Manages data tracking of Gateway and Te Kura students, e.g. assessment calendars (weekly/monthly)</li> <li>• Enters data for TEC reports (mid-year and end-of-year)</li> <li>• Follows up Gateway/UCOL attendance irregularities (daily)</li> <li>• Liaises with Te Kura/Gateway/UCOL families as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Manages Gateway equipment inventory</li> <li>• Promotes Career opportunities through organisation of I3 pamphlet displays, etc.</li> <li>• Liaises with Te Kura/UCOL/Gateway providers as required</li> </ul>
Support the CCS PB4L Programme	<ul style="list-style-type: none"> <li>• Enters and analyses PB4L Kamar data (weekly)</li> <li>• Liaises with PB4L team regarding data analysis as required</li> </ul>
Support the CCS Attendance system	<ul style="list-style-type: none"> <li>• Follows up on student attendance data (daily)</li> <li>• Prepares attendance lists for Life Lab coaches (weekly)</li> </ul>
Support the CCS Tribes and Events Programme	<ul style="list-style-type: none"> <li>• Completes administrative tasks for Director of Tribes and Events (as required), such as: <ul style="list-style-type: none"> <li>• Photocopies booklets as needed</li> <li>• Organises equipment</li> </ul> </li> </ul>

#### 4. Additional Tasks and Duties

- Works with individuals and small groups to complete the above
- Maintains a studious learning environment in the study room
- Follows up with students in the study room to ensure they are using their time wisely
- Supports inclusion in school and amongst peers and takes appropriate action to support student wellbeing
- Has some day-to-day independence alongside regular conversations with colleagues. At times this will involve tailoring, testing, adapting, and creating individual plans and resources with teacher guidance
- Provides direct support for; specific study needs of students, learning and behaviour, ability to integrate, improve and make progress, be independent and study effectively in school subjects

#### 5. General Responsibilities

- To comply with all board policies and relevant legislation.

#### 6. Essential Skills

- Active listening, patience, empathy, encouraging, resilience, calmness, strong communication, sense for student accountability

#### 7. Declaration

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	