



## GREEN BAY HIGH SCHOOL

143-161 Godley Road, Green Bay, Auckland 0604  
Phone 817-8173 [office@greenbayhigh.school.nz](mailto:office@greenbayhigh.school.nz) [www.greenbayhigh.school.nz](http://www.greenbayhigh.school.nz)

### **APPOINTMENT OF PRINCIPAL'S PERSONAL ASSISTANT COMMENCING 2018 – DATE TO BE CONFIRMED**

Green Bay High School is a high performing, decile 8 secondary school. It has a student roll of about 1350 students and 120 staff. As a school we value *excellence, courage, respect and responsiveness* and our vision is that our school provides education that is *innovative, individualised and connected*.

#### **JOB PROFILE**

The role of the Principal's P. A. is to support the Principal and Senior Leadership Team in the effective day to day operation of the school, in a manner that reflects our values and vision and promotes a positive school profile. It involves secretarial duties to both the Principal and the Board of Trustees, and a wide range of personnel matters including recruitment, contracts, Teacher Registration records, and payroll. High levels of discretion and confidentiality are essential. It is a challenging, varied and rewarding role that requires exceptional administrative skills alongside a strong focus on managing relationships.

It is a full-time, permanent position from 8.00 am to 4.00 pm, during term time. In addition extra hours will be negotiated for work during term breaks and after-hours meetings of the Board of Trustees. Terms and conditions of the position are based on Grade C of the Support Staff in Schools Collective Agreement and salary is determined on evidence of skills and experience.

#### **JOB TASKS AND RESPONSIBILITIES**

Primary Objectives:

- To provide the Principal with support in day to day matters, administration
- To assist with the management of Staff Personnel/Human Resources
- To provide support for the Board of Trustees as the Board Secretary
- To assist the Senior Leadership Team – particularly in matters related to delegations involving statutory processes for student discipline and personnel issues.

*A full job description is available upon request.*

## **PERSON SPECIFICATION**

### **Skills and Experience**

The role requires recent successful administration/secretarial experience including:

- Management of the Principal's diary and communications
- Excellent spoken and written communication, with high standards of grammar and formal presentation
- Accurate formal minute taking
- Accurate data entry, with focus on attention to detail
- Proven ability to use online tools, databases and digital technology to support the effective completion of tasks (the school currently uses KAMAR to manage both student and staff information; confidence with both Google applications and Microsoft Word is essential)
- Setting up and maintaining timely, ordered file management
- Payroll support – understanding of Novopay could be an advantage
- Event management – small to medium scale

Experience of work within an educational context is not essential but could be an advantage.

### **Personal Qualities**

We are looking for someone who:

- Respects the confidentiality and discretion essential to the role
- Has exceptional time management and organisational skills with a capacity to prioritize and multi-task; knows how to find the balance between task completion and managing relationships
- Maintains composure in all situations
- Can be flexible and deal with changes to routine
- Uses initiative to solve problems effectively
- Enjoys collaborative team work
- Is reflective in terms of evaluating of their own performance
- Ensures high personal standards of presentation and grooming, appropriate for a secondary school context
- Demonstrates personal qualities of empathy with young people, personal integrity, warmth and approachability, cultural sensitivity, resilience, sense of humour and energy.

### **TO APPLY**

Please provide a CV with a covering letter by email. Hard copies will not be accepted. Three referees must be nominated along with their contact details. All referees must be contactable by telephone and should include current employer.

Applications close 11<sup>th</sup> February

Shortlisting 12<sup>th</sup> February

Final interviews will be held between 13<sup>th</sup> and 16<sup>th</sup> February

The appointment will be made by 17<sup>th</sup> February, pending any final reference checking

Start date - negotiable but as soon as possible.

**All applications and enquiries to:**  
**Marie Willison**  
**Principal's Assistant**  
**Email: [marie.willison@greenbayhigh.school.nz](mailto:marie.willison@greenbayhigh.school.nz)**



Morag Hutchinson  
Principal  
30<sup>th</sup> January 2018