

## Position Description – Office Administrator and Accounts

Position Title	Accounts and Office Administration
Name	
Reports to	Business Manager
Key Relationships	Principal, Business Manager and Office Administrators

**Employment Status:** Permanent, Part-Time

**Conditions of Employment:** As per the [Support Staff in Schools' Collective Agreement](#).

### **Purpose of the position**

To provide a helpful, welcoming face to all visitors and ensure the smooth and efficient running of the school reception and office administration. Assist staff and students with professional secretarial and accounts services.

### **Tasks and Duties**

The following list specifies the tasks that will be undertaken in the role of Cheviot Area Schools **Accounts and Office Administrator**. Other tasks may be required and requested of you to ensure the efficient running of the school.

### **Administration**

Key Responsibilities	Appraisal Indicators
Reception	<ul style="list-style-type: none"> <li>• Meet and greet, and efficiently manage the flow of visitors, providing an approachable and welcoming face to all visitors of Cheviot Area School.</li> <li>• Maintain a clean and welcoming reception/front office area.</li> <li>• Answer and screen all incoming calls in a professional manner, redirecting to the most appropriate person where possible or ensuring accurate messages are passed to staff and students in timely manner.</li> <li>• Forward emails to the appropriate staff in a timely manner.</li> <li>• Answer general enquiries from the public, staff and students promptly.</li> <li>• Collect and distribute mail as required.</li> <li>• Coordinate outgoing mail daily, ensuring it is prepared for posting by the required time.</li> <li>• Receive and receipt all incoming cash and follow school policies for financial transactions.</li> <li>• Receive all inwards goods and coordinate the checking off packing slips.</li> <li>• Manage system to ensure students, staff and visitors arriving and leaving during the day are appropriately signed in and out of the school.</li> <li>• Assist the administration team and principal with secretarial duties as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate catering requests with external suppliers as required.</li> <li>• Ensure the staff room is well supplied for staff morning tea and lunch times.</li> <li>• Turn on the road patrol sign at 8:30am</li> </ul>
Student Management	<ul style="list-style-type: none"> <li>• Record all student attendance data as required.</li> <li>• Send out SMS text message from edge.</li> <li>• Telephone Parents/Caregivers for unexplained absences. This is to be done as soon after 9.10 a.m. as possible.</li> <li>• Answering attendance enquiries from caregivers.</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>• Promptly attend to any child requiring assistance with health or hygiene.</li> <li>• Supervise and attend to children in the sick bay.</li> <li>• Maintain Health and Safety Accident Register by recording any accidents in the accident book.</li> <li>• Notify parents as required.</li> </ul>
Uniforms & Stationery	<ul style="list-style-type: none"> <li>• Assist with uniform and stationery sales and information.</li> </ul>
Security	<ul style="list-style-type: none"> <li>• Ensure all visitors sign-in and out of the school and wear visitors' label.</li> <li>• Recorded and keep track of day keys.</li> <li>• Ensure all valuables and cash are secured at all times.</li> <li>• Ensure a high standard of security for confidential information.</li> </ul>
Bus Runs	<ul style="list-style-type: none"> <li>• Liaise with the Teachers in charge of the buses and assist with the end of day runs.</li> </ul>
Prizegiving	<ul style="list-style-type: none"> <li>• Organise sponsorship and invoice accordingly</li> <li>• Liaise with and support the Business Manager and Leaders of Learning in the overall organisation of the prize-giving</li> <li>• Organise the engraving of cups</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Ensure support staff, parents and any person that is required to be police vetted is vetted in a timely way. Also ensure any re-vetting is redone before it expires.</li> </ul>

## **Financial**

Key Responsibilities	Appraisal Indicators
Accounts Receivable	<ul style="list-style-type: none"><li>• Collect, receipt and bank all payments accruing to the school, including manual payments, automatic payments, student account payments, work and income payments and other support agency payments.</li><li>• Enter income received into our SMS (edge) weekly and/or as required</li><li>• Supervise and maintain the process of student accounts in edge ensuring they are all coded.</li><li>• Ensure credits are allocated monthly to student accounts monthly.</li><li>• Process and record student extra-curricular activities, OTC trips, sporting and cultural activities payments and receipts.</li><li>• Ensure the activities spreadsheet is accurate and updated by the staff member in-charge.</li><li>• Follow up outstanding student activity payments, and liaison with relevant staff members.</li><li>• Monitor all school debtors on a monthly basis and bring any concerns to the attention of the business manager.</li></ul>
Accounts Payable	<ul style="list-style-type: none"><li>• Process the payments schedule, ensure correct coding of invoices and budget holder authorization, in an accurate and timely manner, in compliance with financial policies and procedures.</li><li>• Process all direct debit transactions and manual payments as required.</li><li>• Entry of invoices into the Finance system (Xero) for monthly payment.</li><li>• Maintain the Accounts Payable creditor records with accurate and up to date records.</li><li>• Process student account invoices and statements monthly</li><li>• Record and process travel credit when applicable.</li><li>• Monitor school credit card transactions and ensure receipts and invoice are filed.</li><li>• Process bonds, refunds, credit notes and cancellation of invoices, in agreement with the business manager.</li></ul>
General	<ul style="list-style-type: none"><li>• Liaise with parents/whanau and staff regarding any student account queries</li><li>• Prepare banking weekly.</li><li>• Enter monthly internal journals for stationery, photocopying and van usage.</li></ul>
Board policies & legislation	<ul style="list-style-type: none"><li>• Keep up to date with school policies and legislation through <a href="#">SchoolDocs</a></li></ul>

### **Declaration:**

Approved Sign & Date:	
Appointee Sign & Date:	