

Position description

POSITION	Administrator / roll data entry
Unit	Central office, Queen Street, Auckland
Background	<p>Northern Health School provides education to students whilst they are too unwell to attend their regular school. Teachers at Northern Health School teach in hospital settings both in wards and/or classrooms, and/or within the community supporting students with high health needs.</p> <p>The position of roll administration will provide such support to NHS Business Manager and other members of management team.</p> <p>Northern Health School roll administrator will be accountable to the board of trustees, principal and management team of Northern Health School</p>
Terms of employment	As stated in the Support Staff in Schools Collective Employment agreement which can be accessed from the Ministry of Education at www.minedu.govt.nz/goto/employmentagreements
Hours of work	<p>40 hours per week, term time only.</p> <p>Four weeks paid annual leave. School holidays are unpaid.</p> <p>Some extra hours may need to be worked during school holidays.</p>
Responsible to	Principal and/or principal's nominee
Functional relationships	Business manager, principal; deputy principal; teachers; other support staff; board of trustees chairperson; students; caregivers; wider school community

KEY TASKS

- Student record database – eTAP – and associated paperwork
 - Process student admissions, withdrawals and medical certificate information into eTAP
 - Process student transfer documentation
 - Update Excel spreadsheet so other admin support staff can process an enrolment letter to parent/caregiver and school of enrolment
 - Upload documents pertaining to students to the eTAP student management system and TEAMS
- Section 37 applications
 - Process Section 37 MoE applications for enrolled students.
 - Forward Section 37 applications to MoE and maintain records of all applications sent. Update ENROL
 - Process section 37 discontinuations and update ENROL
- ENROL – nationwide enrolment record system
 - Check student's school of enrolment has correctly updated ENROL
- Send surveys to parent and school of enrolment of students withdrawn from roll and who have been with NHS for longer than one month.
- Send application packs to prospective parents by email or NZ Post
- Manage rolladmin email inbox
- Manage year end roll overs and leavers and upload letters to eTAP student management system
- Other general administration tasks as requested

PERSONAL ATTRIBUTES

As you will be dealing with internal and external personnel, you must be aware and supportive of timely and accurate service.

We are also looking for you to be

- organised and efficient
- have meticulous eye for detail
- able to maintain confidentiality
- enthusiastic and willing to establish, maintain and improve systems
- confident in using a range of technologies- including Microsoft suite, TEAMS and Outlook
- an effective communicator, both written and verbal
- able to work proficiently in a busy environment
- flexible and adaptable
- team player with a sense of humour