Position description

POSITION	**Administration support / teacher aide**
Unit	Northland, Whangarei
Background	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. The administration assistant / teacher aide supports Northern Health School teaching staff and administration in the delivery of education services to these students. Northern Health School administration assistant / teacher aide will be accountable to the board of trustees, principal and management team of Northern Health School
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	10 hours per week
Responsible to	Principal and/or principal's nominee
Functional relationships	Unit team leader, principal; deputy principal; teachers; support staff; board of trustees chairperson; students; caregivers; wider school community

KEY TASKS

- Support teaching staff
- Utilise Lync telephone system. including

  Answering telephone, receiving messages and call diversion
- Purchasing and organising resources

  Ordering and buying of unit resources and stationery either directly with retailer or online using purchase order docket book

  Sending orders and invoices through to NHS accounts via email

  Any other tasks as they arise relating to resources including filing, photocopying, laminating, organising, recording, producing resources, storage and budget reconciliation
- Staff room supplies

  Monitor and purchase
- Maintaining the library

  Purchasing new/replacement books, processing of these books into the library catalogue through administration support at Queen Street office. End of year library stocktake
- Advise teachers when student medical certificates are almost expired
- Make up student information files
- Correspondence

  Incoming and outgoing emails. Posting outward mail and arranging occasional pickup.
- Northland unit vehicles

  Emailing vehicle logsheet and fuel receipts weekly to Queen Street office

  Organise car valet once or twice a year
- Petty cash

  Controlling payments and receipts, balance when necessary and mail to Regional House for reimbursement
- Gaining knowledge of and understanding of NHS intranet and any associated systems – ETAP (student record system), Te Aho o Te Kura Pounamu (The Correspondence School)
- Managing student Mathletics site.
- Helping with computer issues where possible and utilising assistance from IT support based at Regional House.
- Co-ordinating building maintenance, if required.