



## Position description

<b>POSITION</b>	<b>Administration assistant / teacher aide</b>
Unit	Thames, 313 Mackay Street, Thames
Background	<p>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 teacher aide / administration assistant supports Northern Health School teaching staff and administration in the delivery of education services to these students.</p> <p>Northern Health School administration assistant / teacher aide 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 <a href="http://www.minedu.govt.nz/goto/employmentagreements">www.minedu.govt.nz/goto/employmentagreements</a>
Hours of work	22 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.
- Thames unit vehicle
  - Emailing vehicle logsheet and fuel receipts weekly to Regional House
  - Organise car valet once or twice a year
- Petty cash
  - Controlling payments and receipts, balance when necessary and mail to Regional House for reimbursement
- Understanding NHS website, moodle (education information system) and NHS staff drive
- Understanding ETAP (student record system) website
- Understanding Te Aho o Te Kura Pounamu - The Correspondence School website
- Managing student Athletics site.
- Helping with computer issues where possible and utilising assistance from IT support based at Otago House, Auckland.
- Co-ordinating building maintenance if required.