



Position description

POSITION	Principal's Nominee - Administration Support
Unit	Tauranga – 220 Seventeenth Avenue, Tauranga South, Tauranga 3112
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 administration support supports Northern Health School teaching staff and administration in the delivery of education services to these students.</p> <p>Northern Health School administration assistant 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	30 hours per week
Responsible to	Principal and senior leader of Tauranga, Principal's Nominee
Functional relationships	Unit associate principal, principal; deputy principal; Principal's Nominee, teachers; support staff; board of trustees' chairperson; students; caregivers; wider school community

KEY TASKS

As a delegated authoriser with NZQA:

- Assist staff with NZQA accounts and logins
- Add new ESL users
- Check teachers who are in review process on NZQA website
- Assist staff with NZQA login through NZQA contact, for example those who have been logged out

As a high security user with NZQA:

- Provide staff with student Record of Achievements to teacher – download and send to teachers
- Maintain a current list of Principals Nominees that NHS has relationships with

As primary co-ordinator of receiving, collating and reporting NZQA results:

- Create and maintain student enrolment status for NHS entered students through Excel spreadsheet; check this against e-TAP Student Management System and NZQA
- Check for withdrawn results achieved through SE and re-report for NHS entered students
- Liaise with staff regarding external entries and upload these entries to e-TAP periodically; check staff entries have been sent and received correctly
- Create and maintain NZQA results gained through Te Kura in Excel spreadsheet; upload these results into e-TAP
- Create and maintain NZQA results gained through STAR courses in Excel spreadsheet; upload these results into e-TAP
- Gather queries regarding Te Kura results and forward to Principals Nominee

As co-ordinator of Special Assessment Conditions (SAC's):

- Liaise with staff to collate list of NHS entered students with SAC's; apply to NZQA for approval of SAC's; support teachers who require testing to be done with students to gain SAC's

Additional support:

- Provide additional responsibilities and support of the Principal's Nominee and Exam Centre Manager as required
- Create and update exam timetable. Communicate exam schedule with individual units
- Attend training days with NZQA as required