

Position description

POSITION	Administrator
Unit	Auckland Central
Responsible to	Unit Leader
Background	<p>Northern Health School provides education to students while they are too unwell to attend their regular school. Teaching occurs at the school unit, in hospital settings both in wards and/or classrooms, and/or within the community, supporting students with high health needs.</p> <p>The unit administrator supports the delivery of education services to these students by providing administrative support to the unit leader and the unit teaching staff.</p> <p>The below listed responsibilities are the key responsibilities that an administrator may be asked to undertake.</p>

KEY RESPONSIBILITIES	
Key tasks	Indicators
Providing a warm and welcoming reception service	<ul style="list-style-type: none"> Greet visitors to NHS (students/whānau/contractors) Students are warmly welcomed into the classroom space. Support visitors to digitally record their presence on site.
School vehicle management	<ul style="list-style-type: none"> Vehicle bookings coordinated. Vehicle valets organised once or twice a year. Vehicle log sheets and fuel receipts forwarded weekly to School administration team. Car supplies ordered and maintained.
To provide support to teachers and unit leader on school records.	<ul style="list-style-type: none"> Te Kura results data is collated and NCEA standards tracked. Organisation of medical certificates. Student information files compiled. Monitoring of sustainability data.

To support teachers working with students online	<ul style="list-style-type: none"> • Listen to online lessons as requested.
To manage NHS funded transport	<ul style="list-style-type: none"> • Taxi bookings (SESTA) organised for all approved student transport requests. • Record keeping and tracking of taxi bookings.
To manage student enrolments	<ul style="list-style-type: none"> • Receive application documents from roll admin. • Follow up with stakeholders for missing information. • Contact whānau for additional student background to best support allocations. • Obtaining Learning Record from PN for senior students to support teacher. • Obtain supporting documents from specialists for GP medical certificates.
Organising and supporting unit meetings/events	<ul style="list-style-type: none"> • Accord days, unit hui and other meetings organised and supported as required. • Participants fully informed regarding arrangements such as food, resources, set up of sound system etc. • Liaison and organisation for school community bookings (libraries, community halls, etc).
Providing support regarding recruitment and onboarding of new unit staff.	<ul style="list-style-type: none"> • Arranging interviews • Liaising with school admin and HR regarding shortlisted candidates and when unsuccessful candidates may be advised. • Sending out new employee forms for completion to successful candidates.
Any other tasks as they arise relating to resources including filing, photocopying, laminating, organising, recording, producing resources, storage and budget reconciliation This may include supporting the classroom teacher and students if the Teacher Aide is absent.	