Position description

POSITION	Administrator
Unit	
Responsible to	Unit Leader
Background	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. 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. The below listed responsibilities are the key responsibilities that an administrator may be asked to undertake.

KEY RESPONSIBILITIES	
Key tasks	**Indicators**
To manage the Unit accounts and resources.	• Stock levels monitored and resources/stationery ordered. • Efficient and timely processing of invoices and purchase orders, sending them through to NHS accounts. • Managing payments and receipts, balancing when necessary and proving hard copy receipts to accountant for reimbursement • Any other tasks as they arise relating to resources including filing, photocopying, laminating, organising, recording, producing resources, storage and budget reconciliation
To provide support to teachers and unit leader on school records.	• Te Kura results data is collated and NCEA standards tracked. • Student medical certificates tracked and teachers alerted regarding their expiry dates. • Student information files compiled. • Monitoring of sustainability data.
To manage NHS funded transport	• Taxi bookings (SESTA) organised for all approved student transport requests.

	• Record keeping and tracking of taxi bookings. • Provide advice to teachers regarding Sesta and NHZ taxi processes.
To manage student enrolments	• 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	• Accord days, unit huis 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).
School vehicle management	• 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.
Working collaboratively with central School admin team	• Tracking and return of school library books • School device tracking, stock-takes
Providing support regarding recruitment and onboarding of new unit staff.	• 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 candidate
Providing a warm and welcoming reception service	• Visitors (students/whanau/contractors) are welcomed. • Visitors record their presence on site in the visitors book.
Other administration tasks as required.	

Position description

POSITION	Teacher Aide
Unit	
Responsible to	Unit Leader
Background	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. The Teacher Aide supports teaching staff in the delivery of education services to these students.

KEY RESPONSIBILITIES	
Support a learning environment which promotes good mental, physical, emotional and social growth	- Programmes are implemented, with relevant classroom teacher support and direction, that allow student(s) to attain an acceptable and satisfying rate of progress and achievement - Teachers catering for the needs of individual students requiring extra assistance are assisted with either direct or indirect interventions - Professional standards are set, maintained and modelled. - Works harmoniously and collaboratively with all school staff and others you come into contact with through support agencies or at other facilities - Interacts effectively with students in the classes you are working in - Actively strives to promote the child's independence and personal growth **Before class** - Prepare any materials or resources needed for the session - Talk to classroom teacher and check what is being planned and with whom to work **During Class** - Work with students as directed by teacher. If classroom is busy, move around as much as possible. If classroom is quiet, work with one or two students.

	- If working with, or playing a game with students, allow them plenty of thinking time and let them do as much as possible. Suggest, rather than tell, give hints, show examples etc. but allow students to follow through. - Ensure that students do their own work; don't do it for them otherwise it is not their work - Actively discourage student rudeness, smart or cheeky behaviour right from onset - Support teachers at all times If not many students in class, check with teacher to see if other tasks can be done, for example: - Photocopying - Gluing work into student workbooks - Mounting and displaying art work - Working with individual students - Cleaning and sorting teacher and student resources. **After class** - Ensure all materials are put away, tables and benches clear and cleaned. - eTAP notes of interactions with students as modelled and approved by teacher