



01 July 2020

Dear applicant

We welcome your application for the position of part time Personal Assistant to the Principal of Te Ara Koropiko West Spreydon School.

The position is a key part of our school whanau and our wider school community.

Please read the person and job descriptions carefully because we need a very special person to fulfill this role and to become part of our amazing school whanau. Only the best will do.

We are currently on a temporary site on 2 Halswell Road and we are hoping to return home to our brand new school at 147 Lyttelton Street in term 2021.

There are many challenges ahead of us, and the successful applicant will have to be able to adapt and assist the leadership team to shine for the sake of the children.

Previous successful experiences in a school and of school systems is an advantage.

Please include the following in your application:

- A letter outlining your experience, knowledge of the school and of the position
- The names, details and contact numbers of three referees
- A completed, signed and dated personal details and declaration form as provided in this package

Please submit your application by email to marriene.langton@westspreydon.school.nz

You may deliver the application to the school office 2 Halswell Road, Hoon Hay.

Closing date: Friday 24 July **3.pm**. No applications will be accepted after this time.

Interviews will be held 30/31 July by appointment

Yours sincerely

Marriene Langton

Principal

Te Ara Koropiko West Spreydon School



Personal Assistant To The Principal

Job and Person Description

2020

Te Ara Koropiko West Spreydon School

Position Title	Personal Assistant to the Principal																																																																																																																			
Pay Scale	<p>Grade:</p> <p>Step:</p> <p>Salary Scale (negotiable according to the Support Staff in Schools CA and previous experience)</p> <p>3.2 Pay rates for grade A, grade B, grade C and grade D</p> <p>3.2.1 This agreement specifies minimum rates of pay.</p> <p>3.2.2 The following pay scale will apply to all support staff except those in the Executive Management Group and those who routinely undertake work described in the Teacher Aide Work Matrix Table, whether designated as a Teacher Aide or not.</p> <table><tr><th></th><th colspan="2">Current rate</th><th></th><th>Rate effective 29 November 2019</th><th>Rate effective 27 November 2020</th><th colspan="4"></th></tr><tr><th>Step</th><th>Hourly</th><th>Annual</th><th>Step</th><th>Hourly/Annual</th><th>Hourly/Annual</th><th colspan="4">Grade ranges</th></tr><tr><td>1</td><td rowspan="4">\$17.70</td><td rowspan="4">\$36,816</td><td rowspan="8">1</td><td rowspan="8">\$21.15/\$44,098</td><td rowspan="8">\$21.78/\$45,421</td><td rowspan="4">Grade A</td><td colspan="3" rowspan="4"></td></tr><tr><td>2</td></tr><tr><td>3</td></tr><tr><td>4</td></tr><tr><td>5</td><td>\$18.21</td><td>\$37,991</td><td rowspan="4">Grade B</td><td colspan="3" rowspan="4"></td></tr><tr><td>6</td><td>\$18.86</td><td>\$39,339</td></tr><tr><td>7</td><td>\$19.48</td><td>\$40,623</td></tr><tr><td>8</td><td>\$20.09</td><td>\$41,908</td></tr><tr><td>9</td><td>\$20.69</td><td>\$43,148</td><td>2</td><td>\$21.31/\$44,442</td><td>\$21.95/\$45,776</td><td></td><td rowspan="7">Grade C</td><td></td></tr><tr><td>10</td><td>\$21.42</td><td>\$44,684</td><td>3</td><td>\$22.06/\$46,025</td><td>\$22.72/\$47,405</td><td></td><td></td></tr><tr><td>11</td><td>\$22.24</td><td>\$46,390</td><td>4</td><td>\$22.91/\$47,782</td><td>\$23.59/\$49,215</td><td></td><td></td></tr><tr><td>12</td><td>\$23.06</td><td>\$48,095</td><td>5</td><td>\$23.75/\$49,538</td><td>\$24.46/\$51,024</td><td></td><td></td></tr><tr><td>13</td><td>\$23.88</td><td>\$49,801</td><td>6</td><td>\$24.60/\$51,295</td><td>\$25.33/\$52,834</td><td></td><td></td></tr><tr><td>14</td><td>\$24.70</td><td>\$51,527</td><td>7</td><td>\$25.44/\$53,073</td><td>\$26.20/\$54,665</td><td></td><td></td></tr><tr><td>Range of Rates</td><td>↓</td><td>↓</td><td>↓</td><td>↓</td><td>↓</td><td></td><td></td><td rowspan="2">Grade D</td></tr><tr><td>15</td><td>\$33.67</td><td>\$70,218</td><td>8</td><td>\$34.68/\$72,325</td><td>\$35.72/\$74,494</td><td></td><td></td></tr></table>		Current rate			Rate effective 29 November 2019	Rate effective 27 November 2020					Step	Hourly	Annual	Step	Hourly/Annual	Hourly/Annual	Grade ranges				1	\$17.70	\$36,816	1	\$21.15/\$44,098	\$21.78/\$45,421	Grade A				2	3	4	5	\$18.21	\$37,991	Grade B				6	\$18.86	\$39,339	7	\$19.48	\$40,623	8	\$20.09	\$41,908	9	\$20.69	\$43,148	2	\$21.31/\$44,442	\$21.95/\$45,776		Grade C		10	\$21.42	\$44,684	3	\$22.06/\$46,025	\$22.72/\$47,405			11	\$22.24	\$46,390	4	\$22.91/\$47,782	\$23.59/\$49,215			12	\$23.06	\$48,095	5	\$23.75/\$49,538	\$24.46/\$51,024			13	\$23.88	\$49,801	6	\$24.60/\$51,295	\$25.33/\$52,834			14	\$24.70	\$51,527	7	\$25.44/\$53,073	\$26.20/\$54,665			Range of Rates	↓	↓	↓	↓	↓			Grade D	15	\$33.67	\$70,218	8	\$34.68/\$72,325	\$35.72/\$74,494		
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Reports to	Principal (Marriene Langton)																																																																																																																			
Working Relationships	Senior Leadership Team																																																																																																																			

Employment Status: 40 weeks per year unless annualised
Part Time 25 hours

Days of work: Monday to Friday

9am - 11:10am

First paid break: 11:10am - 11:20am

11:20am - 1:30pm

Second paid break: 1:30pm - 1:40pm

1:40pm - 2pm

Purpose of the position: The Principal will be provided with support on all levels and maintain confidentiality at all times

All duties and key tasks will be completed in consultation with the Principal.

Correspondence and secretarial support:

- manage, sort and prioritise correspondence for Principal
- respond to queries as appropriate
- inform parents of delays, postponements, cancellations
- meet all secretarial requirements e.g., correspondence, email, reports, note taking at meetings, etc
- receive incoming calls for the Principal, screens calls and outgoing calls at the Principal's behest

Kahukura Community of Practice:

- liaise with Kahukura Cluster Principals and other staff and manage, sort and prioritise correspondence for the Kahukura Cluster when necessary.
- organise Kahukura travel, accommodation, catering etc as requested

Diary and Calendar:

- manage the principals diary/calendar
- organise meetings
- reschedule appointments where necessary.
- liaise with staff to maintain up to date information and arrange appointments and activities on behalf of, and with the Principal
- provide support to the Principal for meetings (such as preparation of documents, hospitality, re arranging meetings).

Organise conferences, travel and accommodation for the Principal, senior leadership Team and staff as required

Professional Partnerships in conjunction with Principal:

- liaise with agency staff, para professionals etc

- assist with the records, letters, Enrol notifications etc of disciplinary matters according to Ministry of Education guidelines
- contact support agencies as required to assist students and their whanau - KidsCan, KickStart, Project Esther, 0800 Hungry
- ensure that supplies are distributed expediently

Board of Trustees:

- maintain Board of Trustees files, register attendances for payment, etc
- ensure all board papers are prepared for board meetings
- ensure in committee minutes are signed and filed separately
- ensure that confidential documents are shredded as requested

Senior Leadership Team:

- follow up with leadership team on any projects or tasks which need to be completed
- draft correspondence and maintain systems in a supportive role for the Senior Leadership Team.
- provide support to the Senior Leadership Team to assist the Principal
- compile reliever's forms with EdPay / NovoPay, in consultation with the Senior Leadership Team.

Management of Staff regarding personnel matters/human resources/HR including matters of a sensitive or confidential nature as requested by the Principal.

- assist the Principal with the recruitment process of staff, advertising, arranging interviews, processing CVs, etc
- maintain personnel files
- conduct processing and administration of payroll system with EdPay
- contact Ministry of Education Resourcing in regard to Beginning Teacher Allowances, school roll, leadership/management units, tutor teacher allowances, entitlements, etc.

Financial/budget/accounting processes

- liaise with Geoff Gillam Consultants and Audit Accountant in conjunction with Clerical Officer
- ensure accounts are authorised and sent for payment in conjunction with the Clerical Officer
- file SUE and Banking Staffing reports and monitor banking staffing figures for 0 balance PP26. This must be recorded on a spreadsheet and accessed by the board. Ensure that the reports are signed by the principal and Board Chairperson
- complete all other forms required by Novopay relating to changes to staff and payments
- monitor Novopay status tickets against school information.

Relationship Management

- provide support for the Principal and Leadership Team to maintain relationships with school communities, school agencies, Board of Trustees and members of staff.
- assist with set up and co-ordination of events (catering and hospitality)

General Administration to be carried out in the absence of the clerical officer include:

- attend to inward calls
- open mail and distribute
- prioritise the Principal's emails
- welcome visitors and attend to sales people. This includes providing hospitality if required
- attend to urgent duties of Clerical Officer i.e. absences, word processing, medicine, and morning teas.
- collection and recording of money for activities
- provide first aid and care for students
- ensure the safety and wellbeing of students at all times
- complete any other duties as required from time to time
- comply with all board policies and relevant legislation

Office Duties Shared with Clerical Officer are:

- Reception
- General Administration
- Photocopier - Maintenance/supplies
- Order and store office stationery
- Pupil Absences recorded on enrol, messages acted on and unknown absences checked
- Morning Tea supplies, set up and clear away
- Emergency Assistance for students/ sick bay/medical supplies/administration of medication / records kept of all incidents /note sent home / parents notified immediately of any head injury
- Banking
- Novopay

The Personal Assistant has a key role in ensuring that the Principal is able to focus on her strategic priorities and tasks, to ensure that the smooth running effective school everyone dreams of, can be a reality.

Personal Assistant to the Principal

Personal Qualities

Our P.A. will have:

- Loyalty, reliability and dependability
- Personal integrity and honesty
- Total trustworthiness with confidential information
- Sense of humour including the ability to laugh at yourself
- Emotional and intellectual intelligence
- Ability to deal with conflict courageously and with the genuine desire to see resolution
- Ability to forgive and not hold grudges
- Kindness and empathy with others
- Patience
- Inability to get involved with gossip or division
- Consistent positive attitude towards everyone
- Flexibility, adaptability
- Creative thinking and be able to build on others ideas and express their own
- Problem solving-someone who sees a problem as an opportunity
- Sense of adventure and a “can do attitude”
- Ability to be told and willingness to learn
- Ability to relate to a wide range of people
- Ability to prioritise and be highly organised
- Commitment to meet deadlines with a “no excuses” approach
- Ability to work effectively without supervision
- Punctuality
- Accountability
- Willingness to go the extra mile
- Ability to learn new skills quickly, and willingness to ask for help when needed
- Inability to get involved with or to instigate gossip or division

Professional Qualities

Please read in conjunction with the Job Description

The Personal Assistant must be:

- loyal to the Principal and Board of Trustees
- loyal to the staff and Te Ara Koropiko West Spreydon School community
- a team player and a person able to make informed decisions and to work independently when required
- committed to our school vision and values
- polite, approachable and helpful

Excellent skills and knowledge in:

- managing the Principal's diary and commitments in consultation with the Principal
- prioritising emails and mail for the Principal's attention
- informing the Principal immediately of issues, concerns or priority notifications
- school financial procedures
- checking SUE reports and monitoring banking staffing so that PP26 is at 0
- word processing, data entry, graphs and spreadsheets within the Google suite
- filing paper and digital files
- completing Ministry of Education forms and legal requirements
- writing contracts, letters of appointment (usually based on an NZSTA template)
- developing a yearly timetable for responding to legal requirements so deadlines are met
- developing and reviewing efficient administration systems for the smooth running of the school and to ensure that the Principal's priority remains on promoting and monitoring quality teaching and learning
- timetabling and planning events, accommodation and travel arrangements
- preparing accounts and documents for the accountant and auditors
- preparing documents for ERO

Generic qualities required as a professional person in our school

- a commitment to our school and being here every day to make a difference
- organisation and time management
- pro-active and able to plan ahead
- ability to lead or manage others in the administration area
- trustworthiness with confidential information
- professional attire and presentation as a front person for our school. You will be the one that our staff and community see first in the school office and you will create the first impression. We want this experience to be fantastic and memorable for everyone

Staff Conduct:

Our **Employer Responsibility Policy** sets out the steps we take to meet our obligations and commitments as a good employer.

We expect all employees to maintain proper standards of integrity, conduct, concern for the wellbeing of students, and public interest. All teachers are expected to fully understand the expectations of **Our Code, Our Standards I Ngā Tikanga Matatika Ngā Paerewa**, which applies under the Education Act to all certificated teachers.

Staff conduct is monitored through:

- our **performance management** policy
- professional standards in the relevant **employment agreements**
- **appraisal** and **vetting** of non-teaching staff.

Breaches of standards

All concerns about staff conduct are documented by the school, and managed through the **concerns and complaints** procedure.

Concerns about staff conduct, in and out of school, are filed and kept for the board "in-committee".

Concerns about serious misconduct are **investigated through the formal complaint** procedure, and advice is sought from appropriate individuals and agencies such as NZSTA, insurance companies, legal professionals, teacher unions, and regional Ministry of Education staff. The Ministry of Education defines serious misconduct of staff as conduct that, if proven, "would have the effect of wholly destroying the trust and confidence that the board has in that employee" (Ministry of Education 2012 – Effective governance – Recruiting and managing school staff).

To see the pathway please go to <https://westspreydon.schooldocs.co.nz/>

Declaration:

Approved by:	
Date approved:	
Reviewed:	
Appointee:	
Date appointed:	

WEST SPREYDON SCHOOL

The journey starts here...

ATTITUDE ADVENTURE ACHIEVEMENT



PART TIME PERSONAL ASSISTANT POSITION APPLICATION FORM

Please print, scan and email a PDF version of this document to:

marriene.langton@westspreydon.school.nz

Position applied for:

Part Time PA to the Principal

PERSONAL DETAILS

Surname			
Given names			
Preferred name			
Address			
Date of birth			
Contact details	HOME		WORK
	MOBILE		EMAIL

Educational Qualifications

Type of qualification

Date received

Received from

Details of Training and Service

Please include details of your work history for the last 5 years.

ORGANISATION	POSITION	DATES

Please indicate any breaks in service and give reasons, e.g. overseas travel:

DATES	REASON FOR BREAK

Professional Development

Please provide a summary of recent professional learning and development.

CONFIRMATION

REFEREES

1	I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be dismissed.	YES	NO
2	In accordance with the Privacy Act, I authorise the board of trustees to: <ul style="list-style-type: none">Obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the appointments committeeObtain information in relation to my application from persons not listed as referees, and I consent to these persons disclosing pertinent information to the appointments committee	YES	NO

3	STUDENT SAFETY [Cross out the statement that doesn't apply to you] <ul style="list-style-type: none">I have never been the subject of a complaint about the safety of a student.
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	<ul style="list-style-type: none"> I have been the subject of a complaint about the safety of a student. <i>Please give dates and details:</i>
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5	OFFENCES AGAINST THE LAW [Cross out the statements that don't apply to you]	
	<ul style="list-style-type: none"> I have never been convicted of an offence against the law (excluding minor traffic convictions). 	
	<ul style="list-style-type: none"> I have no pending charges of an offence against the law. 	
	<ul style="list-style-type: none"> I have been convicted of an offence against the law. <i>Please give dates and details:</i> 	
	<ul style="list-style-type: none"> I have pending charges of an offence against the law. <i>Please give dates and details:</i> 	

6	I have no physical or mental health condition that may affect my ability to carry out the role of Personal Assistant to the Principal, safely and satisfactorily. I know of no reason why I would not be suitable to work with children or young people.	TRUE	FALSE
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Applicant's signature

Date

Please provide the names and contact details of three referees below. Referees' reports are confidential to the board. Referees will only be contacted for candidates who are short-listed.

REFeree'S DETAILS				
Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

REFeree'S DETAILS

Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	

REFEREE'S DETAILS				
Full name				
Position				
Relationship to the applicant				
Contact details	PRIVATE		WORK	
	MOBILE		EMAIL	