



Office Assistant Job Description and Person Specification

Reports to: Personal Assistant to Principal

OUR PURPOSE

Our core purpose is to teach our rangatahi so they all reach their potential and are able to take their place as curious, connected and contributing citizens in their community, Aotearoa New Zealand, and the world.

Below are the Kaipara College school values which guide our professional practice:

WHANAUNGATANGA: We believe that strong relationships are vital to learning. We develop genuine connections with students, whānau, staff, and our wider community. We come together and share experiences, celebrate diversity, and foster family-like bonds by being intentional and inclusive. These bonds of whanaungatanga create for us a sense of belonging at Kaipara College.

AROHA: We approach all interactions with kindness, caring and empathy. We have high expectations of others, and ensure that their mana is maintained with each warm and demanding encounter. We are accountable and responsible for our actions. We show respect for others, their cultures, their beliefs, and we act with integrity and humility.

KAITIAKITANGA: We take care of our learning environments, and are considerate in both natural and virtual spaces. We protect people's right to education, while understanding that some knowledge is a privilege to have, that we must care for with respect and gratitude. We look after our school, we look after the environment, and we look after each other.

ANGITŪTANGA: We aspire to reach personal excellence in all we do. We value creative and innovative ideas, and solutions. We set challenging goals that motivate us as we strive toward success. We expect that our people will achieve, and we enjoy celebrating our accomplishments.

Te Waka o Kaipara

DESCRIPTION

Introduction – Office Assistant Position at Kaipara College

As the first face and voice of Kaipara College, our Office Assistant plays a vital role in shaping the impressions of everyone who steps through our doors or makes contact with our kura. This role goes far beyond administrative support — it is a position of mana and responsibility, requiring warmth, professionalism, and the ability to reflect our school values in every interaction. At Kaipara, *Whanaungatanga - Our People* (building strong relationships), *Aroha - Our Way* (kindness and respect), *Kaitiakitanga - Our Place* (care for others and our environment), and *Angitūtanga - Our Success* (personal excellence) guide how we work together and serve our community.

We are seeking someone who can embody these values daily while managing a dynamic front office with calm and competence. Making great first impressions and providing consistent, values-aligned service are essential to ensuring all staff, students, whānau, and visitors feel welcomed, supported, and proud to be part of the Kaipara College whānau.

POSITION DESCRIPTION	
Position Title	Office Assistant
Date	July 2025
Responsible To	Personal Assistant to Principal
Position Objective	As Director of First Impressions, this position is based at the school's front office and is the first point of call for whanau, community and visitors. The position is required to successfully time manage all tasks and interruptions that occur in the daily life of our busy school and maintain a pleasant and helpful manner while meeting the administrative support requirements of the position.
Hours of Work	8:30 AM - 3.30 PM (School term time only) Plus one additional week at the commencement of the school year
Key Tasks	Requirements
Relationships	<p>This position is required to communicate extensively with a range of internal and external parties. To effectively perform the duties of this position good working relationships must be maintained with the following people;</p> <ul style="list-style-type: none"> ● Principal, senior leadership team, Heads of Faculty and Deans ● Administration Team ● All other teaching and non-teaching staff ● Students and their families
Reception Responsibilities	<ul style="list-style-type: none"> ● Respond to queries from students, staff and visitors in a professional, prompt and friendly manner at all times whether by phone or in person ● Know and understand how the school operates and the key staff roles and responsibilities to ensure that the correct information is given to the correct person/s at any given time. Being aware of the need to maintain safety around personal student information when engaging with parties via email, phone or in person. ● Maintain a clean and clear desk policy at the student/public interface ● Maintain staff sign out and visitors via Vistab ● Maintain booking system for school vans (electronic system) and conduct new driver inductions while managing keys and vans availability at all times ● Maintain the telephone system integrity (current phone lists, active voicemails etc) ● Issue visitor wifi passes as required ● Receive and distribute all mail ● Receive and redirect items from incoming couriers and school whānau Be aware of student arrivals and departures to support the sign in and sign out processes. Engage Deans or SLT as needed.

Administration Support	<ul style="list-style-type: none"> ● Distribute daily student notices, staff notices and staff duty rosters ● Back up to Principals PA in Monday & Friday AM staff meetings taking minutes and uploading these to the Staff Hub as required. ● Update student information, produce reports from KAMAR as requested by staff ● Send communications to students, staff and community via KAMAR ● Monitor, administer and redirect incoming emails to info@kaipara.school.nz, comms@kaipara.school.nz and yearbook@kaipara.school.nz ● Maintain electronic school calendars (Google and Kamar), entering key dates and monitoring staff requests ● Staying up to date with technology developments with digital tools that relate to this admin role. ● Produce school's digital signage content (using Canva) ensure this is updated regularly ● Assist with school event administration as required - Open Evenings, school prize givings, trophy coordination etc. This may include event coordination, presentation design and digital execution at the event. ● Maintaining a welcoming reception space that showcases the school and students. This may include keeping the display cabinet clean and well presented or making sure the message pin board area is full of current messaging and student content. This should be updated or changed to suit. ● Other administrative support functions as reasonably required by the position and in covering the absence of other support staff
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School Bus Administration	<ul style="list-style-type: none"> ● Maintain accurate student bus routes in KAMAR ● Maintain accurate PM Bus Rolls for each bus route ● Liaise with school bus transport provider ● Monitor and redirect as required, bus incident reports from school bus transport provider or support the Principals PA with this ● Liaise with students and families regarding school bus transport ● Liaise with Staff Bus Controller as required ● Provide student bus audit information to the Ministry of Education as required or support the Principals PA with this.
Health & Safety	<ul style="list-style-type: none"> ● Fire warden responsibilities including keeping evacuation folders and lists up to date Staff Checklist, Vistab, Whānau class rolls (keeping a double set ready at all times) ● In charge of the Visitor Check off at Evac point and assisting with bringing Evac needs to the check point for SLT team to use. Includes folders, loud hailer etc. ● Understand the activation of lockdown process, 7 rulers and all other evacuation procedures and the responsibilities that sit within this role.
School Branding & Messaging Social Media Website	<ul style="list-style-type: none"> ● Ensure the Kaipara College website is maintained with current and correct information at all times. ● Update the home page message board as required and directed by SLT Assist with proposing designs for the next required message for approval in advance of this being needed. ● Maintain the Staff Hub. Ensuring staff notices are up to date, and all tools and information are available on Staff Hub as directed by SLT. ● Design and manage School Brand Toolbox, including letterheads, logos, and school official values and messaging as requested and approved by SLT. ● Design digital communications for social media platforms as directed by SLT. Where possible make suggestions in advance of a new communication for SLT approval. ● Maintain the key school social media platforms: Facebook & Instagram using Meta tool. This includes checking daily notifications on school social media, messages, tags and comments and actioning follow up as needed or passing information to SLT as needed.

	<ul style="list-style-type: none"> ● Design school brand and messaging for social media to share celebrations of our school and students online. This should be in line with the Kaipara College WAKA values at all times. All social media to be approved by SLT or Principals PA before posting. ● Responsible for the collation of all digital photo archives for the school. Photos should be saved in the approved admin directory and access to these are to be managed alongside the SLT. ● Responsible for Photo Consents when using photos in design and communications - in print form or online. Raising any concerns with the privacy officer or SLT as needed. ● Responsible for producing the monthly Community News alongside the Principals PA. Working on design and content as directed by SLT or the wider team. Sending this out to students, whānau and staff when approved and uploading to the website once sent.
Other	<ul style="list-style-type: none"> ● Back up support to the PA to Principal and SLT Administrator as required and in times of absence

Knowledge and Skills

- Proven secretarial and/or comprehensive administration experience
- Highly computer literate with accurate data entry and typing
- Microsoft Office and Google suite skills (including Powerpoint and/or Google Slides)
- Excellent written and spoken english with writing and proofreading skills
- Document formatting skills
- Confidence to liaise with a wide range of internal and external stakeholders
- High attention to detail
- Ability to effectively manage multiple tasks and deadlines
- Ability to work as a team player
- Ability to utilise social media platforms for sharing information and to maximise positive messaging about the College

Personal Attributes

- Personable and professional phone manner
- A can-do attitude
- Strong interpersonal skills in order to make visitors to the school feel welcomed and comfortable
- Able to relate to people at all levels and build relationships
- Strong work ethic and positive and optimistic approach to solutions
- Sensitivity to confidential issues
- The ability to work effectively both as an individual and as part of a team
- A reflective learner willing to grow

Expectations

The position of Office Assistant carries with it a number of expectations including:

- Commitment to Kaipara College and to the enhancement of its values
- Commitment to the bicultural nature of Kaipara College including Tikanga Māori
- Contribution to the life of Kaipara College
- A commitment to participate in professional development and performance management programmes as appropriate
- An interest in students and a desire to see them all achieve to their full potential