

**WELLINGTON HIGH SCHOOL
JOB DESCRIPTION**

PRINCIPAL'S PERSONAL ASSISTANT

Responsible to: Principal

Hours of Work: 8.00am - 4.30pm

Purpose of the position:

to provide an efficient office that serves the administrative needs of the Principal, Board of Trustees and Senior Staff

KEY TASKS

PRINCIPAL and Senior Management Team

- format and type up letters, reports, minutes etc for the Principal and Senior Management.
- screen telephone calls, enquiries and requests, and handle them when appropriate
- organise and maintain Principal's diary and make appointments
- organise meetings, and ensure the Principal is prepared
- deal with incoming email, faxes and correspondence and respond appropriately
- produce subject choice booklets, staff manual, daily *Panui*, newsletter
- arrange catering for Principal's guests when required
- place adverts for new staff in the Government Gazette and online

BOARD OF TRUSTEES

Board Secretary for the Board of Trustees which includes

- taking minutes at the monthly Board meeting
- post the Agenda and correspondence to members
- keep Board policies and files up to date
- organise refreshments for meetings

TEACHING STAFF

- format and type letters from Deans for parents when necessary
- maintain staff personal files
- update staff pigeon holes
- keep staff telephone list and staff address list up to date
- format and print out letters to parents, e.g. camps, examiners for learning support
- arrange catering when required e.g. report evenings, start and end-of-the year functions

OTHER ADMINISTRATION STAFF

- assist office staff with maintaining students' records on KAMAR:
 - update student information
 - printing of all school labels from Kamar
- liaise regularly with Student Services

Any other tasks as required by the Principal.

Essential skills for the position

Group skills – Team work

Interpersonal skills – Ability to relate to others
Respect and tolerance of others
Ensures confidentiality
Relate well with young people

Communication and Information skills-
Gathering and evaluating data
Organising and presenting written information

Thinking skills - Reasoning
Problem solving
Creative thinking
Reflection

Personal Attributes - Responsibility and reliability
Self management
Motivation
Commitment
Cheerful disposition

Gathering and evaluating data
Organising and presenting written information
Utilising technology
Secretarial/PA experience

Drivers Licence

Desirable

Familiar with the Education Sector
Knowledge of school computer package – KaMar