ADMINISTRATOR JOB DESCRIPTION - Gateway, Relief, Careers

Reports to   General Manager

Key Relationships   Principal
TiC Careers
Financial Administrator
Administration Team
Staff

Personal Specification

The successful candidate will be a highly efficient administrator, discrete, digitally capable, with superior interpersonal skills and attention to detail. They will be collaborative and enjoy working in a busy and often unpredictable environment. They will be able to build, develop and maintain respectful professional relationships across the College. They will acknowledge that confidentiality is paramount.

Key tasks and responsibilities:

Administration	● Involvement in the Pilkington Press newsletter each week, assigning and receiving articles ● Provide full administrative support to the administration team and teaching staff, as required ● Filing for Accounts ● Set up new files for Payroll ● Manage "front of house" area – greet all visitors and make them feel welcome ● Look after First Aid for students, when sick or injured, as required ● Provide reception cover, as required
Careers	● Provide support to TiC Careers, including arranging meeting times for University and polytechnic visits, tertiary open days, and other careers opportunities (HandsOn Otago, Gap Years…) ● Managing the YouScience platform, rolling out to new students and advertising with students and parents each year. ● Managing the school's subscription and access to the 'GivME' scholarship database (Generosity New Zealand) for students and ensuring students and parents are aware of this. ● Co-ordinating STAR courses, short courses and University papers for students to assist with career options and NZQA credits, as required, maintaining equity across the student body, and ensuring parental consent and communication ● Maintaining the College's Careerwise website, including advertising events and opportunities for students ● Assist the TiC Careers in the management of applications, references, and data ● Advertising OSTC applications and all associated administration
Gateway	● Provide full administration for all Gateway students ● Source ITO providers who can provide NZQA Unit Standard Courses for students

	- Register students into Gateway programme - Register students with TEC and ensure reporting is completed on time - Order training packages for students - Arrange practical placements for Gateway students - Set up interviews between students and organisations who have agreed to allow students to complete practical work with them - Drop off Gateway students to placement to meet employer and site visit - Complete all Gateway agreements - Ensure Gateway providers are a safe place for students to be - Maintain Gateway budget - Process charges for students from courses under correct budgets - Ensure Gateway assessments are sent for marking - Ensure Gateway NZQA credits are entered into KAMAR - Book extra courses for Gateway students
Relief	- Organise relievers on a daily basis and prepare internal relief. Complete additional payments are recorded and processed - Prepare casual relief payment and enter into Ed Pay - Record and enter teacher absences into Ed Pay - Confirm all leave is booked by staff and cross checked with appropriate person - Ensure all casual relief staff have accurate and up to date paperwork - Ensure all new relief staff have information pack and correct paper work is completed - Ensure cover is maintained when teachers are on camps and excursions - Maintain an awareness of the whole school calendar to ensure events are adequately covered in advance as per the College calendar. - Maintain relief list and keep up to date - Liaise with Assistant Principal for staff absences and pre-planned absences

The employee is expected to maintain up-to-date with current office practices and to undertake professional development appropriate to the position.

Additional tasks may be required by the Strategic Leadership team due to operational needs of the College.