



Job Description

Position	Terms of employment	Responsible to
People Safety & Administration Manager	Support Staff in Schools Collective Agreement	Principal
Central Beliefs		
- The Lincoln Tikanga: Let's be respectful, reliable, supportive and resilient underpin all we do. - We are all life-long learners (everyone is capable of learning). - We are committed to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand.		
Employment Status		
- Fixed term. - Part-time hours as advertised.		
Key Descriptors of an effective People Safety & Administration Manager at Lincoln High School		
Professional Responsibilities	The People Safety & Administration Manager's responsibilities include, but are not limited to: - Day-to-day leadership and coordination of Administration Office, office support and other support staff functions in a manner consistent with the LHS Strategic Plan, Board policies, statutory and regulatory requirements, and delegated responsibilities. - Oversee support staff HR systems, support staff payroll processes, office administration functions, uniform shop administration, and administrative/financial support for international students. - Work closely with the Principal on support staff recruitment, appointment, employment documentation, performance agreements, annual review/appraisal and professional development processes.	

	• Provide a strong operational lead for health and safety administration, first aid/sickbay systems, accident/incident recording, risk/near-miss reporting, and staff support systems. • Manage support staff leave requests in line with the relevant collective agreements and employment legislation.					
Functional Relationships	Internal: Principal, Senior Leadership Team, LHS Board, Health & Safety Committee, office and administration staff, support staff, finance team, international department, property manager, teachers, teacher aides, technicians, students. External: whānau, school community, unions, NZSTA, Edpay, auditors, contractors and suppliers, uniform suppliers, international student partners/agencies as required, and other agencies/organisations as required.					
Overview of the role	<table><tr><th>Role Purpose</th><th>Expected Outcomes</th></tr><tr><td> • Assist and advise the Principal in the operational management of support staff HR, office administration and student/community-facing administrative services. • Maintain effective systems for support staff employment records, leave, payroll information, recruitment administration, appointment documentation, job descriptions, performance agreements and reviews/appraisals. • Provide coordinated administration support to the international student programme, including administrative and financial processes as agreed with the Principal and International Director. • Oversee or coordinate uniform shop administration, including suppliers, tenders/contracts and operational processes as delegated. • Provide strong leadership in health and safety administration, first aid/sickbay support systems and staff awareness of reporting requirements. </td><td> • Support staff HR systems are accurate, timely, confidential and compliant. • Office administration is efficient, welcoming and responsive to students, staff, whānau and the wider community. • Health and safety reporting and first aid systems are visible, reliable and regularly reviewed. • International and uniform administrative support is well coordinated and aligned with school requirements. </td></tr></table>	Role Purpose	Expected Outcomes	• Assist and advise the Principal in the operational management of support staff HR, office administration and student/community-facing administrative services. • Maintain effective systems for support staff employment records, leave, payroll information, recruitment administration, appointment documentation, job descriptions, performance agreements and reviews/appraisals. • Provide coordinated administration support to the international student programme, including administrative and financial processes as agreed with the Principal and International Director. • Oversee or coordinate uniform shop administration, including suppliers, tenders/contracts and operational processes as delegated. • Provide strong leadership in health and safety administration, first aid/sickbay support systems and staff awareness of reporting requirements.	• Support staff HR systems are accurate, timely, confidential and compliant. • Office administration is efficient, welcoming and responsive to students, staff, whānau and the wider community. • Health and safety reporting and first aid systems are visible, reliable and regularly reviewed. • International and uniform administrative support is well coordinated and aligned with school requirements.	
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Key Responsibilities	People Safety & Administration Responsibilities		Performance Indicators
	Support staff human resources • Maintain all HR files for support staff, ensuring files are accurate, up to date and confidential. • Maintain support staff leave records and related information. • Coordinate support staff recruitment and appointment administration in consultation with the Principal. • Ensure all support staff have an accurate and up-to-date job description. • Ensure support staff have a written collective agreement or individual employment agreement and performance agreement. • Coordinate annual review/appraisal processes for support staff as delegated by the Principal. • Support appropriate professional development for support staff.	• Accurate HR and leave records are maintained for support staff. • Recruitment and appointment processes are completed in a timely manner and within board policies and guidelines. • Support staff understand their roles and have current documentation. • Performance review/appraisal processes are completed within required timeframes. • Performance or conduct matters are escalated to the Principal appropriately and confidentially.	
	Payroll for support staff • Ensure new staff information is loaded into Edpay. • Manage salary and wage input information to Edpay. • Review the bi-weekly payroll for support staff and maintain the salary control record for the Principal's approval, as delegated. • Liaise with the Finance Manager to ensure Edpay requirements are completed in a timely manner.	• New support staff details are accurate and entered into Edpay to enable payment on the first available payday. • Salary and wage details are accurately entered and checked in a timely manner. • Payroll records are reviewed and salary control records are maintained for Principal approval.	
	Support staff leadership and office administration • Provide proactive day-to-day leadership for office administration and relevant support staff.	• Staff are supported to provide services expected of them. • Office systems are reliable, professional and responsive.	

	• Monitor support staff workloads to ensure the staff structure for office administration and other support areas meets school requirements. • Oversee systems for receiving and dispatching goods, general office processes, student and whānau enquiries, and other operational administration as delegated. • Maintain confidentiality, professionalism and a welcoming office culture.	• Workload issues are identified and raised with the Principal. • Confidential information is handled securely and appropriately.	
	Health and safety leadership and administration • Establish and oversee systems for identifying hazards within the school, including both physical and psychological health and safety risks reported by staff. • Oversee systems for recording, triaging and investigating accidents, incidents, near misses and sickbay/first aid data. • Ensure staff understand how to report health and safety risks, near misses and incidents through school systems. • Maintain records of staff First Aid certification and ensure office first aid cover is appropriately supported. • Review health and safety policies/procedures administratively and make recommendations as required. • Be an active member of the Health & Safety Committee and ensure relevant information is prepared for committee and board reporting. • Coordinate follow-up actions from incidents so that recommended changes are implemented and recorded.	• Hazards and risks are recorded, reviewed and updated regularly. • Accidents, incidents and near misses are investigated and recommended changes are implemented. • Staff receive clear reminders and support to report risks and near misses. • Health and safety committee information is prepared accurately and on time. • First aid certification records and sickbay/first aid systems are current and reliable. • Serious harm/notifiable events are escalated immediately and statutory deadlines are met.	

	• Ensure serious harm/notifiable events are escalated immediately to the Principal so statutory reporting obligations can be met.		
	Safety checking, police vetting and personnel compliance administration • Support systems for safety checking and police vetting of support staff and other workers/volunteers as required. • Maintain records and follow-up reminders so repeat vetting and checks are completed within required timeframes. • Support the Principal with personnel compliance reporting and board assurance information as required.	• Safety checking and police vetting records are current and securely stored. • Required checks are followed up before expiry or within required timeframes. • Personnel compliance information can be accurately reported to the Principal and Board.	
	International student administrative and financial support • Provide administrative and financial support to the international student programme as delegated by the Principal and in liaison with the International Director. • Support systems for international student records, invoicing/payment information, homestay-related administration, refunds and documentation as delegated. • Provide administrative support for international student matters such as driver licence requests, police vetting, documentation requests, agency/partner communication and board/finance information where required. • Ensure international student information is managed confidentially and in line with privacy requirements.	• International student administration is accurate, timely and aligned with internal systems. • Key documentation and financial information is maintained and provided to the International Director, Principal and Finance Manager as required. • International student records are handled confidentially and securely.	

	Uniform shop administration • Coordinate uniform shop administration, stock/order processes, supplier communication and pricing information as delegated. • Support cost-conscious uniform supply arrangements that reduce costs for the school community where possible. • Monitor and escalate issues relating to uniform services as required.	• Uniform processes are well organised and pricing/supplier information is accurate. • Issues are followed up promptly and escalated when required.	
	ACC, assets issued to staff and other staffing matters • Oversee the administration of ACC claims. • Maintain up-to-date records of school assets issued to staff and manage their return when no longer required or when the staff member leaves the school. • Undertake other tasks or responsibilities delegated by the Principal.	• ACC claims are actioned promptly. • The location and holder of staff assets are recorded and assets are retrieved when staff leave the school. • Delegated tasks are completed accurately and in a timely manner.	
Person Specification	Qualifications and Experience • Proven experience in an office, HR, administration or support staff management role. • Experience in payroll, employment documentation, confidential record keeping or administration systems. • Experience in health and safety leadership/management, first aid/sickbay coordination, risk reporting or compliance systems is desirable. • Experience supporting international student administration, uniform shop systems, or school operations is desirable.	Knowledge, Skills and Personal Attributes Knowledge and Skills: • High level of organisational proficiency and attention to detail. • Demonstrated experience and skill in support staff HR administration and confidential record management. • Strong understanding of privacy, employment, health and safety, and school administration requirements. • Capacity to lead staff with clarity, fairness and professional judgement.	

		• Strong written and oral communication skills and ability to listen. • Strong IT skills and confidence with school administration systems. • Ability to analyse systems, identify risks and recommend improvements. Personal Attributes: • Demonstrates high levels of professionalism and confidentiality. • Approachable and able to relate to people at all levels and from all cultures. • Calm, reliable and supportive in a busy school office environment. • Highly motivated with a strong desire to succeed. • Strong team player who builds constructive relationships. • Resilient, honest and solution focused. • Able to work calmly and effectively in stressful situations.	
Content Knowledge	• Demonstrates a high level of understanding pertinent to areas of responsibility.		
Building Learning Capacity Life-long Learning	• Actively engages in learning new skills and gaining new knowledge pertinent to areas of responsibility. • Attends professional development and training courses as provided or funded by the school.		
Relationships, Attributes, Community	• Establishes positive working relationships with students, parents, teachers, colleagues and external partners. • Establishes and maintains supportive and co-operative working relationships with colleagues and values the contribution all staff make to the efficient operation of Lincoln High School. • Is a strong and supportive team player with effective communication skills. • Works confidently and appropriately, both autonomously and within a team environment.		

	• Demonstrates initiative, resourcefulness, integrity, honesty and resilience. • Maintains confidentiality at all times. • Communicates employment-related issues or concerns to the Principal.	
Signed (Employee): _____ Date: _____ Signed (Employer): _____ Date: _____		