

# Spotswood Primary School



Dear Applicant

## OFFICE ASSISTANT

Thank you for considering an application for this position at Spotswood Primary.

We are seeking to appoint a personable, office assistant, who loves children, to join our team. Experience with payroll and managing finances is essential.

The role is 22.5 hours per school week, from 8.30 am to 1 pm. All work conditions and pay are according to Grade 2 Step 4, of the NZEI Administration Support Staff in Schools' Collective Agreement.

The role includes:

- Providing a friendly face to the school
- Reception work
- Managing attendance records for students
- Processing school resources
- Managing the school library

The personal qualities we seek are:

- Honesty
- Ethic of care
- Ability to work with a wide range of people
- Excellent organisational skills
- Positivity
- Enthusiasm
- Willingness to learn

Please complete an application form and submit a CV with three referees. Note that referees may be contacted if you are shortlisted for the position.

The following information is included with this package:

- Covering Letter
- Timeline
- School profile
- Office Assistant Job Description
- Important Information for Applicants
- Application form

We are a family friendly school with a dedicated staff and extremely supportive Board. We encourage success for all and take care of each other. We are forward-thinking and well-resourced.

For additional information please do not hesitate Mark Fisher, our Principal, via the school office. You are welcome to visit but please make an appointment. Best wishes for your application.

Kind Regards

A handwritten signature in black ink that reads 'Mark Fisher'.

Mark Fisher  
Principal  
Spotswood Primary

## **Timeline for Appointment of Office Assistant**

- Thursday 29 September - Position advertised on Seek
- Thursday 27 October - Applications close at 12 pm and shortlisting
- Friday 28 October – Shortlisting completed and shortlisted applicants notified
- Wednesday 2 November – Interviews
- Position to start as soon as the selected applicant is available

# School Profile

## Spotswood Primary School



Spotswood Primary School was opened in 1957 with 129 pupils. We are a Decile 4, U5 school situated on South Road, New Plymouth. We currently have a staff of 37 which includes a large group of support staff, the administration team and the caretaker.

Our school vision, *Me ako tātou* which means *Learning for all* and values; *aroha*, *kōrero* and *ora* are at the core of our curriculum.

We are a contributing primary school, with strong links to our local community. The majority of our students continue their education at Devon Intermediate, and then later at Spotswood College. Our roll usually reaches a peak of over 300 students by the end of the year.

The school is well resourced and includes 13 classes, ICT suite, school hall, library, swimming pool, administration block, two adventure playgrounds and large playing fields.

Teaching programmes place a strong emphasis on literacy and numeracy. The Spotswood Learner is at the forefront of everything we do. Curriculum programmes cater for the diverse learning needs of all our children.

We welcome all learners in our community. We are committed to their engagement in all school activities and to their achievement. We operate a number of support programmes for children with special needs and special abilities and work closely with a wide range of external agencies to provide the best possible learning outcomes for all our students. We have a strong relationship with the West Baptist Church who run our Breakfast Programme and provide pastoral care for our families if required. We also have a School Chaplain.

Our students come from a diverse range of ethnic backgrounds, predominantly European, Māori, Pacific Island and Asian. We are able to enrol international fee-paying students. We treat all our children as individuals, each with their own strengths and needs. Children are encouraged to respect and learn about their own culture and the cultures of others.

# Spotswood Primary School

## Office Assistant, Library Manager and Resource Room Manager

### Job Descriptions 2022



#### Office Assistant

##### The Spotswood Primary Office Assistant will be expected to:

- Understand and uphold the expectations outlined in the [Staff Code of Conduct Link to Staff Code of Conduct 2022](#)
- Be welcoming and helpful towards all school visitors to the school
- Undertake responsibilities as directed by the Principal and Administration Manager including undertaking Administration Manager's role if absent
- Liaise with parents, caregivers and outside agencies as directed by Principal
- Act as public relations officer to all parents, caregivers, school visitors
- Actively participate in the corporate, extra-curricular and social activities of the school
- Enter relevant documents into classroom inventories eg curriculum handbooks, Piecing It Together
- Assist with maintenance of the asset register
- Support other administrative and management staff as required
- Maintain tidiness the staffroom
- Maintain school-wide data of student absences and inform Principal of children causing concern
- Maintain Enrol and eTAP as required
- Cover other office roles as required
- Prepare morning tea, maintain staffroom/supplies and arrange staff roster
- Train and monitor staffroom duty students
- Organize catering for functions as required

##### Office Assistant Specific Duties:

###### Daily

- Answering telephone and reception enquiries
- Assistance to staff/Board of Trustees/Home & School
- Receipting payments over counter – stationery, trips, sports, etc
- First aid
- Check and respond to office2 emails
- Photocopying, binding and laminating as required
- Recording absences
- Daily absences follow up (eAR)
- Enrolment of students (including ENROL)
- Withdrawal of students (including ENROL)
- Enrol - maintenance and reports
- eTAP – maintenance and reports
- Morning tea preparation
- Dispense medications
- Follow up pupil welfare
- Maintain tidiness of Photocopy Room
- Overview of photocopiers

## **Weekly**

- Banking
- Weekly number recording
- Stationery/consumables top up
- Newsletter – Wednesday
- Photocopy room stocking including computer consumables

## **As required – per term**

- Absence reporting – attendance register check
- Medical room review – stocks and information
- Books going home
- Report envelopes
- Update printout of street names for students (for emergencies)
- Enrolment folders
- Spotswood file inserts
- Morning tea supplies purchasing

Employment conditions would be as stated in the NZEI Support Staff for Schools Collective Employment Contract - Administration Grade 2 Step 4

## **Library Manager**

### **The Spotswood Primary Library Manager will be expected to:**

- Understand and uphold the expectations outlined in the [Staff Code of Conduct](#)  
[Link to Staff Code of Conduct 2022](#)
- Manage and maintain the library as a focus of learning in the school
- Manage, extend, refine and maintain the computerised library resource data systems
- Support pupils and staff when using the library
- Participate in professional development as required
- Be responsible for displays in the library including current rich topics and author/book displays

### **Key Tasks:**

- Facilitate an environment, resources, services and systems that support the school=s information literacy programmes
- Follow the collection development plan, culling the collection as per National Library Service guidelines, budgeting for resources, selecting in collaboration with staff and students, purchasing and processing
- Undertake professional learning to develop information literacy expertise and transfer these skills to staff and students
- Attend meetings relevant to library use including Library Network meetings
- Meet regularly with the teacher with library responsibility
- Train and support student monitors so they can undertake appropriate tasks and provide positive role models to library users
- Maintain the library and furniture in a clean and tidy manner
- Maintain back-up copies of files to be held off-site
- Regularly set up library displays
- Catalogue school documentation for historical purposes ie photographs, awards, newspaper articles etc
- Review books issued on a fortnightly basis and issue overdue notices where applicable
- Review the Library Development Plan with the teacher with library responsibilities and Principal every two years

- To facilitate in conjunction with the teacher in charge of the programme, the processing and distribution of Duffy Books in Homes
- Invoice parents/caregivers for fair and reasonable costs to replace books that have been damaged or lost
- Return, issue and shelve books
- Provide back-up support in school office when required

## Resource Room Manager

**The Spotswood Primary Resource Room Manager will be expected to:**

- Understand and uphold the expectations outlined in the [Staff Code of Conduct](#)  
[Link to Staff Code of Conduct 2022](#)
- Manage, process and maintain Resource Room resources
- Meet with Team Leaders to discuss tasks and any concerns
- Maintain back-up copies of files to be held off-site
- Catalogue school documentation for historical purposes ie photographs, awards, newspaper articles etc
- Provide back-up support in school office when required
- Maintain displays in administration area
- At the beginning and end of each week, check that displays are tidy around school

# Spotswood Primary Office Assistant APPLICATION FOR EMPLOYMENT



## Important Notes for Applicants

Thank you for applying for a position with our school. Please ensure you have a copy of the position (job) description before completing this application.

1. Please fully complete this form personally. First, read it through, then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a current curriculum vitae (CV) containing any additional information, if necessary.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide the originals as proof of qualifications.
4. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be false.
6. All applicants are required to give consent to a Police vet.
  - a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in [Schedule 2 of the Children's Act 2014](#), unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to these specified offences and these offences will be included in your Police vetting results.
  - b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:
    - you have not committed any offence within 7 consecutive years of being sentenced for the offence
    - you did not serve a custodial sentence<sup>1</sup> at any time
    - the offence was neither a [specified offence under the Clean Slate Act 2004](#) nor a [specified offence under the Children's Act 2014](#)
    - you have paid any fines or costs
  - c) Please note that you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.
7. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g., passport) and a secondary identity document (e.g., New Zealand driver license). A list of acceptable primary and secondary documents is available in the last sections of the [Children's Regulations 2015](#).
8. This information will be held by the employer. For the successful candidate, this document will be held on their personal file, otherwise the information provided will be securely destroyed after 30 days. You may access it in accordance with the provisions of The Privacy Act 2020.

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**Custodial sentence** means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. **Non-custodial sentence** includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.

# OFFICE ASSISTANT APPLICATION FOR EMPLOYMENT

Position applied for	Location	Vacancy/Reference Number
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

## Tick one

Mr  Mrs  Ms  Miss

Or other preferred title: Click or tap here to enter text.

Surname/Family name	First names (in full)
Click or tap here to enter text.	Click or tap here to enter text.

## Birth name (if applicable)

Click or tap here to enter text.

Are you known by any other name(s)? (if yes please provide below) Yes  No

Click or tap here to enter text.

## Full postal address

Click or tap here to enter text.

## Email address

Click or tap here to enter text.

## Contact telephone numbers

Personal:

Click or tap here to enter text.

Business:

Click or tap here to enter text.

## Identity Verification, Criminal Record and Right to Work

Please tick the appropriate boxes:

<u>Immigration information</u>	
Are you a New Zealand citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, do you have resident status, or	Yes <input type="checkbox"/> No <input type="checkbox"/>
A current work permit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever had a criminal conviction?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes" please detail: Click or tap here to enter text.	
<i>(A board may not employ or engage a children's worker who has been convicted of an offence specified in <a href="#">Schedule 2 of the Children's Act 2014</a>. The Clean Slate Act does not apply to schedule 2 offences.)</i>	
Have you ever received a police diversion for an offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes" please detail:	



Click or tap here to enter text.		
Have you ever been discharged without conviction for an offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail: Click or tap here to enter text.		
Do you have a current New Zealand driver's licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/>		
Have you ever been convicted of a driving offence which resulted in	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/> temporary or permanent loss of licence, or imprisonment?		
If "Yes" please detail: Click or tap here to enter text.		
Are you awaiting sentencing, or do you have charges pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/>		
If "Yes" please state the nature of the conviction/cases pending: Click or tap here to enter text.		
In addition to other information provided are there any other factors	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/> that we should know to assess your suitability for appointment and your ability to do the job?		
If "Yes", please detail: Click or tap here to enter text.		
Have you ever been the subject of any concerns involving child safety?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please detail: Click or tap here to enter text.		
Are you aware of any injury or medical condition that could impact on your ability to perform this job effectively?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes", please detail Click or tap here to enter text.		
<b>For teaching/principal positions:</b>		
Do you hold a current practising certificate from the Teaching Council of Aotearoa New Zealand?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please enter your registration number: Click or tap here to enter text.		



## Referees

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/previous employer in the table below.

Name	Organisation	Position/ Relationship	Landline (preferred)	Mobile
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of The Privacy Act 2020 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.
- 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 liable to be dismissed.

Signature \_\_\_\_\_

Date Click or tap here to enter date.

**Note: If completing this electronically a hard copy (signed) must be provided.**