



Macleans College

JOB DESCRIPTION

Title: Secretary to Deputy Principals

Responsible to: Deputy Principal

Functional Relationships: Deputy Principals / House Leaders / Students / Senior Management.

Primary Objectives: To provide secretarial support to Deputy Principals and word processing/computer support to other staff members as detailed under Functional Relationships.

KEY TASKS	EXPECTED RESULTS
P A Support for Deputy Principals	Completing administrative tasks for three Deputy Principals and eight House Leaders as detailed below.
Student Administration	Day to day interaction with students, and reprints of reports as requested, locating students for appointments, making student appointments, enter student notices, entering data into SMS, e.g. timetables, detentions, stand-downs, attendance and leavers certificates.
Staff Communication/Daily Notices	Production of staff and daily notices. Inform House Leaders of student lateness on assembly days.
Course Confirmation	Assisting Deputy Principal with running of course confirmation days at the beginning of each year.
Reception of the Deputy Principals' Office	Maintenance of a high standard of professional service and attitude to the staff and students. Professional, dignified and helpful attitude to all visitors at all times characterised by courtesy, co-operation and confidentiality in accordance with the Privacy Act.
Year 9 Camp	Support in administration for Year 9 camp, production of all required letters for students and for Camp Leaders.
House Leaders – General secretarial support	Production of truancy, absence and disciplinary letters.
Applications for Scholarships and Hostel Applications	Photocopying, posting and secretarial support. Records of these kept.
On-Line University References	Collate and input data for on-line references
Stationery	Assist with organisation and administrative work for stationery.
Ball	Venue is booked at end of previous year for the following year. Type up letters(Change dates on master copy) Photocopy enough for each Year 12 and Year 13 form class.

	<p>Put letters in Form teacher's pigeon holes.</p> <p>Make extra copies to keep in office for students that have misplaced theirs.</p> <p>Advise accounts that money will be coming in and the end date.</p> <p>Partners for Year 13 need SMT approval.</p> <p>All permission forms must have house leader signature.</p> <p>All permission forms must have parent signature</p> <p>Liaise with Prefects to sort out ticket designs and decorations for venue.</p> <p>Liaise with venue for catering</p> <p>Liaise with accounts regarding payments and numbers for Ball.</p> <p>Liaise with Resource room for printing of tickets.</p> <p>Put up posters that are sent in for suite hire, make up etc...</p>
Graduation Dinner	<p>Book venue at beginning of Term 1 for term 4.</p> <p>Permission letters to House Leaders.</p> <p>Year 13 list of names to accounts.</p> <p>Sort forms into form classes – mark off paid forms.</p> <p>Permission slips from accounts and list of names attending.</p> <p>Do graduation certificates for all year 13's.</p> <p>Principal to sign them.</p> <p>Destination list from Careers Department – edit those that are not going to Graduation. Format list for reading at Grad Dinner.</p> <p>Print off lists for house leaders.</p>
Year 13 Photo	Organise naming, ordering and distribution of the formal and informal Year 13 photo.
Prefect Camp	Organisation of letters, itinerary and permission letters. Health forms/spreadsheets.
Prefects	Administration and secretarial support including spreadsheets of prospective prefects for the following year. Organising prefect events in liaison with Deputy Principal, letters, blazers and events.
Resource Preparation	Preparation of Assessment and national examination analysis documentation.
Job Applications	Advertise for positions, point of contact for collection of CV's and sending of letters for unsuccessful applications. Learning Support/Library/Supervisors.
NCEA/CIE Course Outline	Update information in Access to website
Duty Roster	Update and collate the duty roster
School Parent Interviews	Update and assist with school interview website and email parents with details.