

# Tokoiti School



*"Our future is as good as the path we lead our students on"*



## Tokoiti Trekker

### School Mission Statement

*"Our future is as good as the path we lead our children on."*

#### **Our vision/goal**

*"Our goal is to empower our children for life long learning through a safe, supportive learning environment."*

Leman Street, Tokoiti, Milton 9250  
Telephone / Fax (03) 417 8756

# Tokoiti School



*"Our future is as good as the path we lead our students on"*

Thank you for your interest in the position of Office Administrator at our school. The relevant information for your application is attached.

Applications should be by way of a current CV as well as a statement which clearly states why you are interested in our position and how you meet the personal specification as outlined.

On the form provided please give the names and contact numbers for 2 referees who are able to answer questions by telephone as regard to your suitability for this position should you be shortlisted.

Please note that the closing date for applications is Thursday 14th of February 2019 at 3pm.

If you are short listed for an interview you will be advised by telephone within a week of the application closing.

Please forward your application form, EEO questionnaire and current CV to:

Mr Shannon McDougall  
Principal  
Tokoiti School  
2 Leman Street  
Tokoiti  
Milton 9250

May I offer you my best wishes for your application we look forward to receiving it. Please feel free to contact me personally if you have any queries.

Sincerely

A handwritten signature in black ink, appearing to read 'S. McDougall'.



Shannon McDougall  
Principal  
Tokoiti School

# Tokoiti School



*"Our future is as good as the path we lead our students on"*

## General Information

Tokoiti School is a contributing primary school situated in a rural setting, 2 kilometres from Milton in South Otago, 40 minutes travelling time from Dunedin, and close to Central Otago. Our school is a 2.5 teacher school of two classrooms, a well-equipped library, hall, reading recovery room, office, staffroom store / sports shed, adventure playground areas.

The school has a playground and is very well resourced with up to date technology in all classrooms, which include 1-1 devices for all students. Two of our classrooms were refurbished in 2011 and our third was upgraded in 2015 and they offer an attractive teaching and learning environment.

Most of our students are drawn from within the Milton township itself, commuting by bus, private transport or cycling. Most of our students move onto Tokomairiro High School at the end of year 6. The present roll is 27. Staffing presently consists of 1 permanent Scale A teachers and a part time principal release teacher. There is also a teacher aide employed to help with special needs and an office administrator.

The school has a positive family atmosphere; there are opportunities to meet individual needs with school programmes and a range of support services the school has access to.

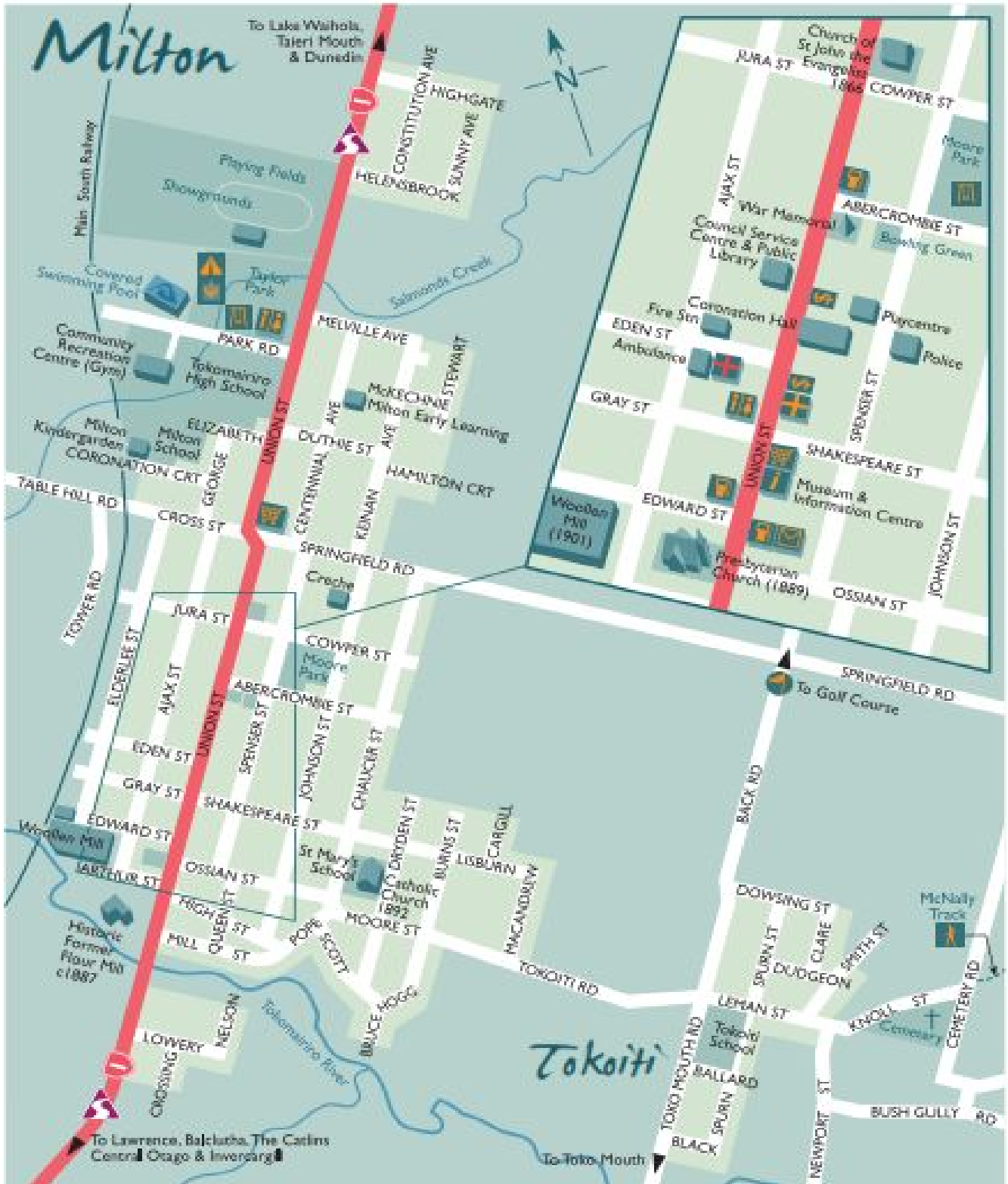
The school has a supportive Board of Trustees and the members are keen to see the school develop further as the successful community school it is.



# Tokoiti School



"Our future is as good as the path we lead our students on"



# Tokoiti School



"Our future is as good as the path we lead our students on"

## Tokoiti School - Person Specification

Position: Office Administrator

The successful applicant would have:

- Previous experience or relevant qualifications
- Experience with Assembly or other Student Management System
- Experience with financial systems
- Experience with Xero or similar accounting systems
- Experience in working with a wide range of clients from children to adults
- Experience with ENROL or other governmental systems
- Have a high level of experience in working with digital systems
- Experience with Google Apps or similar online systems

### *Personal Characteristics*

- Positive
- Adaptable and flexible
- Excellent communicator
- Sense of humour
- Team player
- Able to work independently
- Trustworthy

### *Why you should want to work for us:*

We are a small school that prides ourselves on being friendly and supportive to all our Tokoiti whānau. You will be the face of our school, you will be the first port of call for the Trekkers (our name for the students at our school) and their whānau as well as visitors within the school. The position has opportunity for you to develop your experience in a wide range of different areas. If coming to work with a friendly fun loving team is your aim, then you have found the place for you. The school is staffed by highly experienced staff who are supportive of the Office Administrator and the work that they do to keep our school running smoothly. Finally the hours are friendly for those who have childcare commitments.

# Tokoiti School



"Our future is as good as the path we lead our students on"

## MATERNITY LEAVE COVER OFFICE ADMINISTRATOR JOB DESCRIPTION

Job Title: Office Administrator  
Responsible to: Principal  
Hours of work: 16 hours per week plus BOT meetings.  
Fixed term to December 2019

### DUTIES AND RESPONSIBILITIES

1. To provide typing, copying and secretarial services to the Principal, Board of Trustees and when possible, to staff members.
2. To collate, handle and bank money entering the school.
3. Type any returning correspondence and action anything required by the Principal.
4. Keeping school records – work connected with: attendance records, pupil's personal records, enrolment using the school electronic systems.
5. Catalogue and stamp books entering the library.
6. Check the first aid supplies on a regular basis and organise the replenishment of stock.
7. In charge of office files.
8. In charge of support staff - managing their hours and equipment and supplies.
9. Keep a check on supplies and reorder when needed.

PRINCIPALS DISCRETION- The Principal has the discretion to ask the secretary to do special jobs within hours allocated. This may mean adjustments to weekly / daily duties and/or extra payments as per the appropriate contract.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_

# Tokoiti School



"Our future is as good as the path we lead our students on"

## Tokoiti School Application Form

*Application for Appointment*

### IMPORTANT NOTES FOR APPLICANTS

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

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a Curriculum Vitae (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
3. Copies only of qualification certificates should be attached. If successful in your application you will be required to provide 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 us 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. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
7. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 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 **and**
  - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
  - The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
  - You have paid any fine or costs

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

8. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

If you have any queries, please contact the person cited in the advertisement.

**OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.**

# Tokoiti School



"Our future is as good as the path we lead our students on"

## APPLICATION FOR APPOINTMENT

Position applied for	
----------------------	--

### Tick One

Mr  Mrs  Ms  Miss

Or other preferred title:

Surname/Family Name

First Names (in full)

--	--

Full Postal Address

--

Contact Telephone Number

Private:

Mobile:

--	--

### Please tick the appropriate boxes:

Are you a New Zealand citizen? Yes  No

If not, do you have resident status, or Yes  No

A current work permit? Yes  No

Have you ever had a criminal conviction?  
*(convictions that fall under the clean slate scheme do not have to be disclosed)* Yes  No

If "Yes" please detail:

--



# Tokoiti School



"Our future is as good as the path we lead our students on"

Have you ever received a police diversion for an offence? If "Yes" please detail:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you been convicted of a driving offence which resulted on temporary or permanent loss of licence, or imprisonment? If "Yes" please detail:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you awaiting sentencing/currently have charges pending? If "Yes" please detail:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
In addition to other information provided are there any other factors that we should know to assess you suitability for appointment and ability to do the job? If "Yes", please elaborate:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to? If "Yes", please detail:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have a current New Zealand driver's licence? If "Yes" then what class/es and stage eg Class 1&6 Full	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

# Tokoiti School



"Our future is as good as the path we lead our students on"

## Educational Qualifications:

Please state your last secondary level qualification:

Please state your tertiary level qualification/s:

Please state any other qualifications that relate to the position:

## Employment History

Please outline most recent employment history, beginning with current or latest employment.

Period Work	Employer's Name	Position Held	Reason for Leaving

# Tokoiti School



"Our future is as good as the path we lead our students on"

## Referees

Please provide names of three people who could act as referees for you. At least one of these should be able to attest to your work performance. If you have included written references from people other than those recorded below, please note that that we may contact the writers of these references.

Name	Address	Telephone	Relationship (e.g. employer/principal)

**Authority to approach other referees:** I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.

Yes   
No

# Tokoiti School



*"Our future is as good as the path we lead our students on"*

The position you have applied for requires specific knowledge, skills, attributes and personal characteristics. These are stated in the person specification section of the job description. Please outline below how you meet each of these attributes and abilities. Even though you are attaching a CV, please fill this out. The contact person cited in the advertisement can assist with any questions you may have.

<b>Knowledge, skills, attributes and personal characteristics</b>	<b>Past roles in which you have demonstrated this knowledge, skills, attributes and personal characteristics</b>	<b>What did you do which demonstrated this?</b>

# Tokoiti School



"Our future is as good as the path we lead our students on"

Knowledge, skills, attributes and personal characteristics	Past roles in which you have demonstrated this knowledge, skills, attributes and personal characteristics	What did you do which demonstrated this?

I certify that the information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, may be liable to be dismissed. I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.

Signature \_\_\_\_\_  
 Date \_\_\_\_\_

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

# Tokoiti School



"Our future is as good as the path we lead our students on"

## EEO Information Sheet

Part of this schools EEO programme is to develop and maintain an employee database, which would then lead to a School EEO Profile. To help us achieve this we would appreciate you filling in the relevant information. This information will be restricted to the appointed EEO Co-coordinator and provision of this information will not disadvantage you in your employment.

### Gender:

Age                    21 - 30      31 - 40      41 - 50      51 - 60      60+                    Please circle one

### Ethnic Origin

Please tick what is applicable

- NZ European / Paheka
- NZ Maori
- Samoan
- Cook Island Maori
- Tongan
- Chinese
- Indian
- Niuean
- Tokelauan
- Fijian
- Other European (e.g. British, Australian, Scottish, Dutch)  
Please state
- Other Ethnic Group (e.g. Vietnamese, Kenyan)  
Please state: