



SAMUEL
MARSDEN
COLLEGIATE SCHOOL

POSITION DESCRIPTION ATTENDANCE ADMINISTRATOR

Reporting to:	Chief Operating Officer
Employment Status:	Part-time (8.30am – 3.30pm, Monday – Friday with a 30 min unpaid lunch break) 32.5 hours per week (negotiable) Term time only
Date Prepared:	18 December 2024

POSITION PURPOSE

Attendance duties:

To account for every student's attendance in Years 7-13 during each period of the school day in line with Ministry of Education regulations.

Administration, Reception and Support duties:

To perform other administration/reception/support duties as directed and be a key member of the administration team.

RESPONSIBILITIES

Account for Students' Absences throughout Day

- Clear messages on text/school app/phone/emails to determine advised absences for the day and enter into spreadsheet
- Collate absences marked on roll and follow up unmarked rolls
- Establish the whereabouts of students unaccounted for by:
 - checking with teachers
 - checking school trip and event lists
 - contacting parents
- Accurately enter absence information into FACTS
- Note patterns of absence and follow up with the head of the appropriate school (Head of Middle School/ Head of Senior School)
- Produce regular and ad hoc reports re: student absences

Provide Administration, Reception and Support

- Assistance with Reception duties, including greeting visitors/answering phones/emails, bus and van bookings, key management etc.
- Assistance with Event Management such as Open Days etc.
- First point of contact for Operoo issues. Provide administration for the programme.

- Correspondence School Students: Coordinate correspondence school requirements; maintain spreadsheet of correspondence work coming in and out and results for students studying by correspondence.
- Assistance with administration support tasks, including printing of e.g. rolls and timetables for any teachers requiring them.
- Support for newsletter production and other communications.
- Order gowns for prize-giving. Send email to teachers requesting information regarding their height, qualification and university. Prepare spreadsheet and place order with Victoria University. Organise payment. Co-ordinate gown pick-up and return.
- Provide ad hoc reports and analysis to teaching and support staff e.g. annually, extract grade data from FACTS to determine which students are achieving the highest 'Attribute' grades in each subject (effort, organisation, engagement).

Health and Safety

- Comply with Marsden's health and safety policies and procedures outlined in the Health and Safety Policy Manual.
- Report all identified hazards, incidents (including near-misses) and accidents
- Contribute to ensuring that a safe working environment is maintained at all times
- Participate in mandatory health and safety training as required.

This job description does not intend to cover every detail that may be required within the role, and the expectation is that any other reasonable requests made by the team will be undertaken.

FUNCTIONAL RELATIONSHIPS

Internal

- Chief Operating Officer
- Receptionist
- School staff and students
- Deans / pastoral care staff
- Administration Assistant / Receptionist

External

- Parents
- Visitors
- Couriers

EDUCATIONAL REQUIREMENTS

- Achieved NCEA Level Three or equivalent level of learning through experience

PERSON SPECIFICATION

The following requirements are sought for this position:

- Proficient in Microsoft office suite
- Excellent organisational skills
- Able to cope with interruptions
- Accuracy
- Patience and tenacity

- Able to multi-task
- Good team player
- Experience in administrative support
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Effective problem solving skills and an ability to proactively identify needs
- Able to prioritise and meet agreed deadlines
- Able to be flexible and adaptable and maintain confidentiality at all times

In order to meet the changing needs of Marsden, this job description may require change from time to time.