



Middleton Grange School International College

Administrator Systems and Administrative Support Job Description

CHARACTER	EXCELLENCE	SERVICE	FOR THE GLORY OF GOD
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Directly Accountable to Director - International College

Functional Relationships (Internal):

- Assistant Director – International College
- Business Manager
- School support staff
- Heads of Schools
- Deans
- Teaching staff
- Teacher in Charge – ESOL
- Students

Functional Relationships (External):

- Immigration NZ
- MOE Code Administrator
- Agents
- Care providers
- Residential caregivers

Support Staff

Permanent

37.5 hours per week during school terms plus 5 weeks during school holidays.

Additional hours may be required when short-term groups are onshore and other times in negotiation with the Director.

Covered by the most recent Support Staff in Schools Collective Agreement – Grade 3, Step 8
(The hours for this position can be reviewed based on international student numbers).

Special Character

Key Indicators:

- Model Christian servanthood.
- Promote the Christian school and Christian education.
- Actively engaged in opportunities to enrich ability to teach in a Christian way.
- Develop strong relationships based on Christian principles with students, staff and other members of the School community.
- Integrate the School's Special Character with the New Zealand Curriculum.
- Implement initiatives which focus on the Special Character of Middleton Grange School

Responsibilities and Duties

Reception

- Maintain a professional and tidy reception area.
- All reception duties for the International College, including phone, visitors, students late to school, etc.
- Secretarial duties and correspondence as required for the International College.

International College Administrative Systems and Code Compliance

- Student enrolment processing and correspondence, including enquiries.
- Assist with school documentation/policies for changes to the Code of Practice as required and keep school staff and external stakeholders informed of their responsibilities.
- Monitor student visas and keep staff and external stakeholders informed of relevant immigration requirements.
- Ensure completeness of information at enrolment and ongoing in compliance with the Code, including indemnity forms, parents' passports, transfer of care forms, etc.
- Manage and maintain data entry to KAMAR and eSchool.
- Manage and maintain data entry to ENROL when students arrive & leave.
- Remove students from INZ, KAMAR and eSchool when they leave.
- Arrange travel and medical insurance for students as required and keep staff and external stakeholders informed of relevant changes and information.
- Assist with medical insurance claims.
- Attend and minute meetings for International College.
- Keep up to date lists of prospective FTE's and current FTE's.
- Administrative support orientation, teaching and learning of international fee-paying students.
- Student and agent certificates.

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Agent Contracts

- All documentation, Contracts and communication with agents pertaining to their documentation.
- Maintain database of agents.
- Annual review of agents.
- Correspondence with agents.

Financial

- Issue invoices for all students.
- In conjunction with school finance office, issue receipts for all funds received, including student fees. Issue Offers of Place for students.
- Order all office supplies and equipment.

Attendance Monitoring

- Check and code attendance daily and contact care givers.
- Assist the Assistant Director and Dean with monitoring and follow-up of any attendance issues.
- Students late to school.

General Duties

- Organise and assist with orientation programme for new international students.
- Undertake professional development as required.
- Assist with any events held by International College as required.

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