



Middleton Grange School

Administration Assistant - Student Services

Job Description

CHARACTER	EXCELLENCE	SERVICE	FOR THE GLORY OF GOD
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Directly Accountable to Associate Principal: Teaching, Learning and Staffing

Functional Relationships:

- Principal
- Senior Leadership Team
- Teaching Staff
- Support Staff
- Students
- Parents/Caregivers

The purpose of this position is to provide Administrative support in Student Services, ensuring the efficient day-to-day operation of Student Services and contributing to a positive, professional and caring school environment.

Support Staff

27.5 Hours per week

Monday – Friday: 8.30am – 2.30pm

Term Time Only, No Teacher Only Days (some flexibility may be required)

Covered under the most recent Support Staff in Schools Collective Agreement - Grade 3, step dependent on experience.

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

Student Services

- Work alongside Student Services Receptionist ensuring prompt attention to enquiries
- Answer incoming phone calls and direct to appropriate person
- Prepare information for and organise office runners
- Maintain record of confiscated items
- Advise Staff of courier deliveries as appropriate via email
- Lost Property
- Assist with Student Attendance Administration

First Aid (Students)

- Administer First Aid as required
- Monitor First Aid kits and re-stock as required
- Monitor supplies in First Aid cupboards (sick bay) and re-stock as required
- Maintain student At Risk Action Plan & Risk Management forms and update Kamar as appropriate
- Create student medical cards at start of each year and check student medication expiry
- Ensure medications taken daily by students as required

Sick Bay

- Attendance and administration of care as required (*current First Aid Certificate required*)

NZQA & Reporting

- NCEA and NZQA data entry
- Principal's Nominee secretarial support as required
- Records of Learning, Certificate of Enrolments – print / certify for students leaving, e.g. for University

Communication

- Forbidden Students – communicating as required for photo permissions
- APP alerts and updates
- Newsletter – compile, publish, distribute, archive
- Friday email – compile, publish, distribute
- Online surveys – create, copy, and edit, filter and print results on request
- Entertainment Books – advertising
- School Facebook and Website – updates as required
- School calendar – update at end of year for following school year

September 2026

Admin Support for Associate Principal

- EOTC Forms – printing Term calendars, communication, and filing.
- Other administrative tasks as required

Other

- Staffroom – dishes (usually after interval); tidy and assist with preparation of weekly morning tea
- Maintain Staff Evacuation roll sheets
- Member of Health & Safety committee – reporting incidents
- Stationery Lists – compile, update, publish and distribute
- Label preparation for PPTC meals for staff
- Other administrative duties as may be required

Skills and Experience

- Proven experience in an administrative, or reception role.
- Current First Aid Certification is required, but training can be provided.
- Strong organisational skills with the ability to manage multiple tasks, maintain accurate records, and meet deadlines in a busy setting.
- Excellent interpersonal and communication skills, with the ability to interact professionally and compassionately with students, parents, staff, and external stakeholders.
- Strong computer literacy, including experience with Microsoft Office, database management, and online communication platforms; experience with school management systems such as KAMAR is advantageous.
- Ability to work independently and collaboratively, exercise discretion with confidential information, and show initiative in supporting team and school-wide priorities.

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