



KĀITI SCHOOL



Postal Address: Box 3052, Kaiti Mall, GISBORNE

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Email: office@kaiti.schoolzone.net.nz

JOB DESCRIPTION: *Support Staff / Administration*

NAME:

POSITION GRADE & STEP:

Start Date 30 January 2018

REVIEW DATE:

HOURS : 8.30am to 1pm daily. 22.30 hours.

Key Responsibilities	Expected Outcomes
School Lunch Orders	<ul style="list-style-type: none"> • Meet & greet students and parents • Take lunch orders daily • Keep the money secure • Tally the money and lodge with the Finance Administrator at 9am for checking • Phone through the lunch orders • Distribute the lunch orders daily with the support of lunch monitors
Fruit in Schools	<ul style="list-style-type: none"> • Receive fruit and store • Distribute fruit throughout the week in Fruit buckets to classes with the support of fruit monitors • Clear the fruit by Friday. • Break down the boxes and recycle
Gizzy Lunches	<ul style="list-style-type: none"> • Receive into the school daily Gizzy lunches • Allocate lunches to the students who have ordered • Distribute at 10.15am to the students with the help of monitors
Kids Can Kai	<ul style="list-style-type: none"> • Receive, store and monitor Kids Can Food. • Distribute kai to classes as required through out the term • Advise Admin staff when stocks are low for re ordering
Fonterra Milk for Schools	<ul style="list-style-type: none"> • Prepare milk for distribution to classes • Monitor Re order when milk stocks are low
Learning Resource Management	<ul style="list-style-type: none"> • Reorganise teacher and learning resources • Set up a monitoring system for all teacher and learning resources • Scan in and out resources • Follow up on resources not returned • Accession into the school resources • Complete stock takes when necessary
Mobile Library	<ul style="list-style-type: none"> • Replenish and issue classroom libraries on a fortnightly rotation • Train monitors to distribute the books • Accession new library books into the school • Complete stock takes of library books as required • Load all library books onto new library scanning system

Administration - General	<ul style="list-style-type: none"> • Complete admin duties as requested by the admin team when required
Overall Person Specification	<ul style="list-style-type: none"> • Have a sense of humour. • Have a strong empathy with the community, families and children of Kaiti School. • Be a positive adult role model. • Show initiative and common sense. • Be efficient, well organised and tidy. • Have accurate communication skills both orally and written. • Be computer literate. • Have the ability to work independently. • Have a willingness to undertake professional development to improve efficiency. • Ability to work as a team with all staff. • Have ability to cope with pressure. • Be honest and reliable. • Be supportive of the vision, values, culture policies and goals of Kaiti School.