



Porirua College

Job Description

Position: Careers Administrator

Responsible to: HoF Careers & Transition

Relationships with: SLT, Staff, Students and the Community, Business Community, Training Organisations and Universities

Primary purpose:

- Provide administrative support to:
 - Careers and Transition
 - Gateway
 - STAR (Secondary Tertiary Alignment Resource)
 - NCEA Data Management; KAMAR Markbook/NZQA
 - Budgets – STAR, Gateway, Careers, Transition
 - General Administration
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Responsibilities to the school:

- Ensure the funds allocated for Transition/Careers, STAR & Gateway are used to meet the objectives of the school goals
 - Build and maintain a positive relationship which is beneficial to the school, the students and the (business) community
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Responsibilities to the students:

- Improve the learning outcomes of all students by providing access to a wide range of up-to-date resources and courses
 - Raise students' awareness of developments in education and the wider community, help them to realise their potential, build confidence and encourage them to 'have a go'
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Responsibilities to the community:

- Provide an open line of communication between the community, business community and school
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Person specification:**Experience:**

- Experience with a wide range of office systems, administration and equipment
- Knowledge of IT, school systems, NCEA/NZQA
- Friendly but professional communication between students, staff, business community and members of the public

Skills:

- Good interpersonal skills – good listener
- Financial know-how
- Word processing to an advanced level
- Very good time management/prioritising skills
- Respond positively under pressure
- Common sense and a sense of humour
- Flexible, adaptable and patient to cope with the changes in education
- Pro-active 'can do' attitude
- Trustworthy & reliable
- Team player and able to work independently
- Have empathy and patience
- Professional judgement and initiative
- Confident in establishing new relationships with businesses
- A lifelong learner and therefore a good role model for students
- A collaborative approach to teamwork across the whole school
- Full and clean Drivers' Licence

TASKS**Careers/Transition**

- Budget control and administration
- Collection, control and maintenance of resources
- Co-ordinate in-school career sessions/career consultant
- Word processing, letter writing, newsletter material
- Attend career update days/training days
- Organise career days for students (Hands on Expo, Careers Expo etc.)
- Organise and co-ordinate Open Days at Tertiary Providers
- Event planning administration: seminars, parents' evenings, Subject Choice Evenings
 - Permission letters to parents/caregivers
 - Prepare paperwork, organise groups, liaise/co-ordinate visits
 - Organise and co-ordinate transport, supervision of students at venues
 - Report back/evaluation
- Career advice for individual students
- Provide guidance for CV writing, job searches
- Advice and guidance for students preparing for work – work ready

Gateway

- Administration of Gateway documentation
- Liaise with work broker, employers and students to set up Gateway interview appointments
- Prepare students for initial interviews with employers, attend interviews with students
- Prepare contract agreements between students and employers
- Organise travel/transport for students to and from the workplace
- Ensure students have appropriate clothing and safety equipment for the job
- Visit students and employers at work experience – photographic record of placement
- Monitor attendance
- Purchase protective clothing, tools and equipment
- Maintain student records via Workspace 2 website - collate unit results and report to TEC
- Purchase & deliver koha to Gateway employers
- Maintain inventory of safety equipment & tools

STAR

- Liaise with polytechs and other providers for purchase of STAR courses
- Student selection for specific courses
- Prepare permission letters to parents
- Process bookings, course outcomes
- Organise transport to and from courses
- Attend STAR cluster meetings
- Record results to SMS
- Organise resources for STAR run courses in the school – Travel & Tourism, Retail, Hospitality
- Budget control/allocation of funds

NCEA

- Set up and maintain SMS Markbooks for all subjects
- Check validity of standards
- Check entries and results data input to NZQA key dates
- Export electronic transfer Entries & Results file to NZQA
- Collect and process Financial Assistance information and prepare file for electronic transfer to NZQA
- Process SAC applications (special assessment conditions)

Budgets

Financial tasks relating to the monitoring of grant budgets against spend for STAR, Gateway, Careers & Transition.

- Prepare and submit annual budgets
- Maintain petty cash

General

- Word processing
- Assist with the organisation of class visits, seminar etc.
- Update resources – class sets, photocopying
- Create and maintain effective filing systems both manually and on computer system to ensure easy retrieval of information
- Event bookings to Kamar calendar at least 2 weeks in advance
- EOTC forms