

**PASADENA INTERMEDIATE SCHOOL  
PERFORMANCE EXPECTATIONS 2024**

**Administration Officer**

**Hours** 37.5 hours a week – Monday to Friday Term time only, Monday to Friday  
7.30 am – 4.00 pm

**Responsible to** School Principal

**Remuneration/ Employment Agreement**

[Support staff in Schools Collective Agreement](#)

**Key Responsibility**

**Expected Outcomes/ Performance Indicators**

**Administration functions**

- Maintain the school's personal records in accordance with the current legislation.
- All privacy and related legislation requirements pertaining to personal records are met.
- Help Receptionist with duties where necessary, including answering the phones, interacting with students and staff
- Help with first Aid where needed.

**Schools Financial Management**

- Through the use of Xero, monies are receipted, and all accounts are paid. Documentation is retained, and appropriate records are maintained in accordance with the Pasadena Intermediate School Financial Management Policy and Financial Management Programmes.
- Information and records necessary to prepare Annual Accounts and reports, as required by the Ministry of Education, are available.
- The school's auditor is provided with all the information necessary to carry out the annual audit.
- Track and communicate budgets to the Principal, Staff and the Board of Trustees.
- Issue accounts/ receipts/ reminders to parents.
- Reconcile invoices and code to the school budget.
- Obtain authorisation of creditor invoices for payment.
- Manage payments through KINDO.

**Maintain the school's resource and property records**

- Maintain the school's assets and regularly update the school's register through Xero.
- Identify the location of assets in the school.

**To maintain and develop professional skill**

- Training needs are identified and met.
- The Administration Officer has access to relevant training programmes.

**REPORTING**

The Administration Officer and the Principal will meet before the end of the year to discuss progress made in meeting the objectives in this Performance Agreement.

For more information about the school and role, please go to our [school website](#).



# Pasadena Intermediate School

## Information for Applicants - Office Administrator

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Thank you for applying for the position at Pasadena Intermediate School.

1. Please complete these forms personally. Read it through first and then answer all questions. Make sure you sign and date where indicated.
2. Attach a *curriculum vitae* containing any additional information relevant to the position. If you include written references, please note that we may contact the writer of the reference.
3. Copies of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
5. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
  - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence **and**
  - You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
  - The offence was not a specified offence under the Clean Slate Act 2004 nor a specified offence under the Vulnerable Children Act 2014
  - You have paid any fine or costs

Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.

6. Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver licence). A list of acceptable primary and secondary documents is available in the last section of the Vulnerable Children Regulations 2015.
7. This application form and supporting documents received from the successful applicant will be held by the school. That person may access it in accordance with the provisions of the Privacy Act 2020.
8. All information received will be confidential to the Principal of Pasadena Intermediate School.

**Please fill out the application form below.**



# PASADENA INTERMEDIATE SCHOOL

## Application for Appointment

Please include these forms with your CV

TO: PASADENA PRINCIPAL

POSTION APPLIED FOR: OFFICE ADMINISTRATOR

APPLICATIONS CLOSE: FRIDAY 16 FEBRUARY 3PM

### PERSONAL DETAILS

Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile:	_____
	_____	Business:	_____
Citizenship:	_____	Date of Birth:	_____
Email:	_____		

### PRESENT POSITION

Organisation:	_____	Work Phone:	_____
Address:	_____	Other Phone:	_____
	_____		_____
Type of Appointment:	_____	Date appointed:	_____

### REFEREES DETAILS

Please provide the names of three people who can act as referees. One of these should be your current or most recent employer.

Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile Phone:	_____
Email:	_____	Relationship:	_____

Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile Phone:	_____
Email:	_____	Relationship:	_____

Name:	_____	Home Phone:	_____
Address:	_____	Work Phone:	_____
	_____	Mobile Phone:	_____
Email:	_____	Relationship:	_____

## QUALIFICATIONS

Institution Attended	Year	Qualifications Attained	Date Awarded

## EMPLOYMENT HISTORY

Position held	Employer's name	Period worked	Reason for leaving

## OTHER INFORMATION

Have you had any injury or medical condition which the tasks of this job may aggravate or contribute to, or know of any reason why you might have difficulty carrying out the advertised position?

☐ Yes ☐ No

*If yes, please give details below:*

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Do you have a current New Zealand driver's licence?

☐ Yes ☐ No

Have you changed your name by deed poll/statutory declaration?

☐ Yes ☐ No

Other names known by: \_\_\_\_\_

## PRIVACY ACT 2020

This Application is submitted with the understanding that any further information given is for the use of the employer and their authorised representatives who may at any time have access to this information.

Furthermore, consent is given for members of the Pasadena Intermediate School Appointments Committee or its advisor to make enquiries of my present or past employers or colleagues or any other person who may assist in establishing my suitability for the position of Teacher at this school.

I authorize the Board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organization, including information regarding matter under investigation, to gather information related to my suitability for appointment to the position.

## DECLARATION

HAVE YOU EVER BEEN CONVICTED OF AN OFFENCE AGAINST THE LAW? (apart from minor traffic offences)  
Received police diversion for an offence, have charges pending or know of any reason why you should not be employed to work in a school environment?

☐ Yes ☐ No

Have you ever been the subject of any concerns involving child safety?

☐ Yes ☐ No

If YES to any of the answers above, please provide date and details of offence(s), complaint(s) below. Please note that you may be asked to provide a copy of the relevant court records available from the registrar of the court concerned.

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- ☐ By checking this box and recording my name below, I confirm the terms of The Privacy Act 2020 outlined above. I solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.V. is correct.  
I understand that as part of the application process I will be police vetted.

APPLICANT'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_