

POSITION DESCRIPTION

POSITION:	EOTC Administrator	
STATUS:	Permanent	
TIME:	Part-time, 30 hours per week. Term time plus Week 0	
LOCATION:	Kristin School, Auckland, New Zealand	
VISION / CONTEXT:	Kristin School is an independent co-educational school for students from Early Learning to Year 13, which aims to provide students with a superior all-round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively, and learn enthusiastically throughout life. Key to the achievement of this vision is the school's strategy of attracting and retaining the Best People.	
VALUES:	• Progress with vision, integrity and love	
LINE MANAGEMENT:	• Reports to the Head of EOTC	
KEY RELATIONSHIPS:	• EOTC Coordinators • EOTC Trip Leaders • Head of Health & Safety • School Nurses • Teachers • Students • Outside agencies and contractors	
SALARY:	Negotiated	
JOB PURPOSE	The EOTC Administrator supports the Head of EOTC to ensure systems are in place support education outside the classroom across the school. The role provides administrative support for processes including supporting EOTC Coordinators and Trip Leaders with completing the relevant paperwork and logistics for school trips, camps and excursions to run effectively and safely. Support with the coordination of the Duke of Edinburgh programme across the school.	

Accountabilities	Responsibilities & Expectations	Performance Indicators
EOTC Administrator	• Provide administrative support to the Head of EOTC. • Support Head of EOTC and Camp Leaders with the administration and logistics of Camp Week. • Support Junior School camps administration and logistics as required. • Provide support to the EOTC Coordinators and Trip Leaders with administration and coordination of trips for approvals. • Assist with bookings and logistics for trips and camps as needed e.g. making bus bookings. • Assist with writing standard operating procedures (SOPs). • Support the external contractor management process, to ensure contracts are saved on file and police checks etc are completed and stored on file. • Ensure EOTC templates and documents are on Canvas (School System) are up to date, easily read and understood. • Provide data analysis and analytics to undertaken through trip reviews.	• Feedback the Head of EOTC is well supported in their role. • Feedback from Head of EOTC and Camp Leaders they feel well supported for Camp Week. • Feedback from the Junior School they feel supported with their camps as needed. • Feedback and evidence the EOPTC Coordinators and Trip Leaders are supported with the administration and coordinator of the trips to meet the deadlines provided, and the applications are of a quality to be signed off to meet the school's risk mitigation standards. • Evidence camp logistics have been booked and organised to meet the deadlines of camp. • SOPS are accurately recorded to ensure processes are understood and processed accurately. • Evidence that external contractors are safety checked to meet the requirements under the children's Act, and this is competed in a timely manner. • Accurate records are maintained of external contractors. • Feedback from stakeholders that EOTC templates are easy to locate and use, and they feel supported in using these templates. • Evidence of data analysis to undertake robust reviews of trips as guided by the Head of EOTC.

Accountabilities	Responsibilities & Expectations	Performance Indicators
Duke of Edinburgh (DOE)	• Coordinate DOE results for students, and assist to get hours tracked and recorded. • Keep records of student achievements and ensure these are celebrated in the right forums. • Support students with their programmes as required. • Register students and communicate dates/ times for activities.	• Evidence DOE results are entered into the system accurately and within the set timeframes. • Evidence accurate records are maintained of student achievements in DOE and student successes are highlighted. • Feedback from students they feel supported with their questions about the DOE programme. • Registrations are accurate and made on time to meet deadlines.
Health & Safety	• Facilitate a safe and supportive work environment by ensuring compliance with the school's policies, procedures, and legislative requirements. • Ensure, so far as is reasonably practicable, that steps are taken to keep staff and students safe while on the school grounds or participating in school activities.	• Evidence of compliance with School's policies, procedures, and workplace health & safety legislative requirements. • Evidence that risks to staff or students' health and safety have been eliminated or minimised so far as is reasonably practicable, ensure safe work practices, including hazard identification, accident, incident and near miss reporting for all events and EOTC RAMS forms.
Other	• To positively support the character and values of Kristin School. • Attend staff meetings as required. • Keep up to date with industry and professional knowledge, including changes in legislation. • Participates in a way that articulates, supports, and furthers the school's strategic vision. • Model positive behaviours, which support the School's Code of Ethics and Core Values.	• Evidence of attendance at Staff meetings as required. • Evidence of involvement in professional learning and development. • Evidence of support for the school's vision and strategic plan. • Evidence of demonstrating appreciation, respect, and affirmation for others and of working effectively with all stakeholders to create a positive and collaborative school culture.

Accountabilities	Responsibilities & Expectations	Performance Indicators
	• Be involved where applicable in the life of the school, including community events, functions, and promotional activities as required. • Other duties as requested by the Head of EOTC.	

Key Selection Criteria
Qualifications, Training & Experience • Experience in an administrator role from a school or similar environment providing education outside the classroom. • Knowledge of risk analysis and have a risk mitigant mindset. • Strong administration and computer skills, including MS Office and Google Docs. Very strong Excel skills, competent with formulas etc. • Recent National Police Vetting Check (To be completed by the school with results considered satisfactory by the school).
Attributes and Skills • Outstanding customer service skills. • Ability to develop and maintain effective relationships with colleagues. • The ability to work as an effective and constructive team member. • High degree of patience and understanding, supportive of colleagues. • Strong interpersonal skills, with the ability to upskill and empower colleagues through education. • Excellent interpersonal skills, including the ability to listen and liaise effectively. • Organised with demonstrated self-motivation and, prioritising work and managing multiple tasks. • Strong verbal and written communication skills. • Demonstrated personal resilience and reliability • A high degree of professional judgement and confidentiality. • Flexible, approachable, and consistent in manner.

Commitment to Child Safety

Kristin School is committed to providing a safe, caring and nurturing environment and school climate to ensure the wellbeing and prevent the harm of tamariki, rangatahi, akōnga/learners, their whānau/family and staff. This is our single greatest priority and responsibility.

- Kristin is alert to potential child safety risks and takes immediate action when issues are identified.
- There is zero tolerance for abuse of any kind.
- All stakeholders are to report any child safety allegations, disclosures or concerns.
- All staff must adhere to and abide by the Student Safety Code of Conduct.

We seek, value and respect diverse representation, views and experiences in akōnga/learners and encourage individuality and choice.

- Akōnga/learners are empowered and encouraged to speak up and speak out.
- All services adhere to child rights principles of partnership, protection and participation; and the rights and responsibilities accorded by Te Tiriti o Waitangi.