

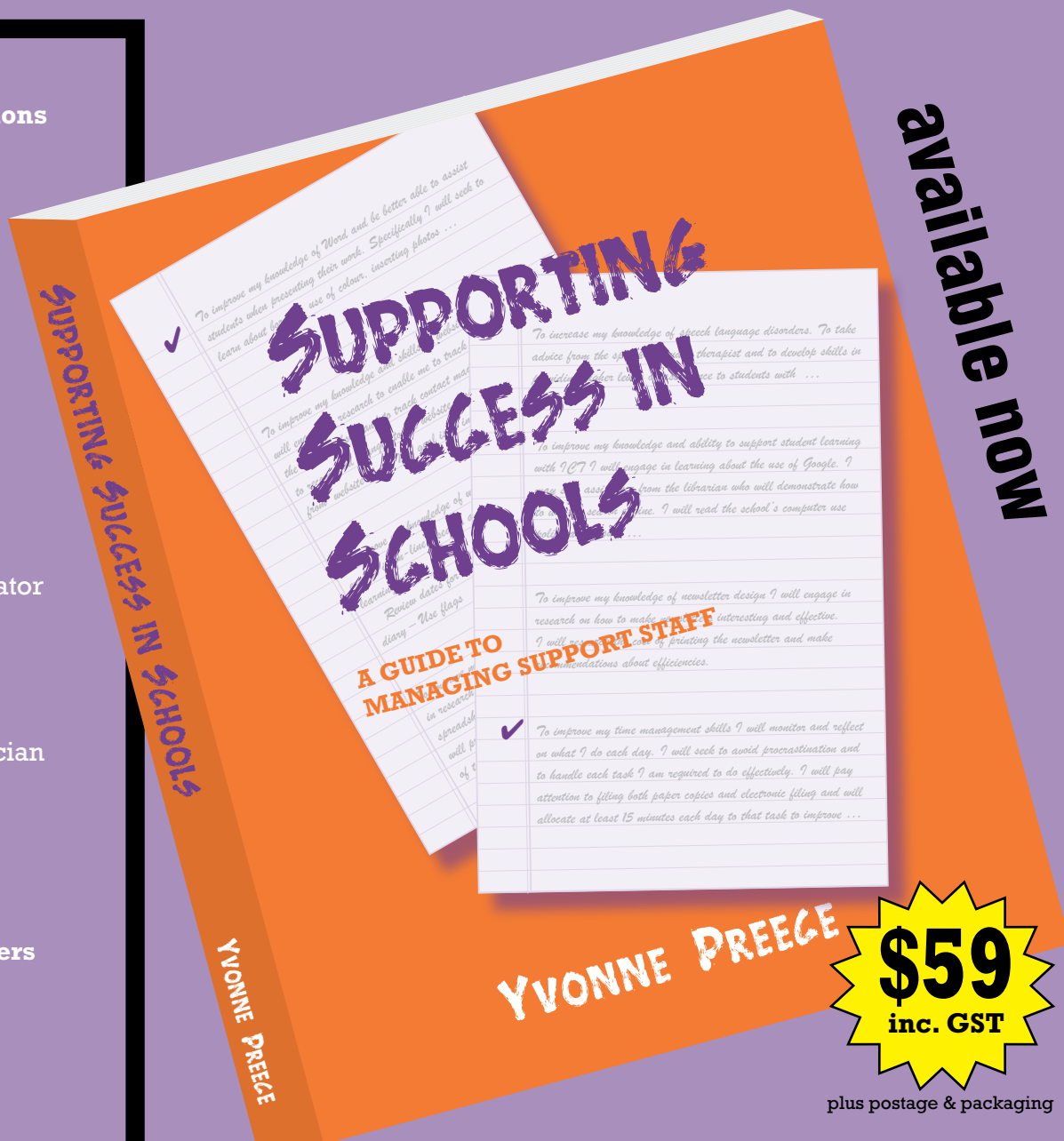
A Reference Book for Managing Support Staff

Position descriptions include:

Finance Assistant
Executive Officer
Office Manager
Bursar or Business
and Services
Manager
School Secretary
Sports & Physical
Recreation
Co-ordinator
Withdrawal Room
Supervisor
Gateway Co-ordinator
Teacher aide
Librarian
Library Assistant
Receptionist
Laboratory Technician
Caretaker
Canteen Worker

Useful sample letters and forms:

Sample job
advertisements
Letters of offer for
positions
Reference check form
Application form
Leave form
Letter to unsuccessful
job applicant
Feedback to
unsuccessful job
applicant
Induction checklist
Self review ideas
Exit interview
And many other useful
ideas ...



What this book offers:

- Detailed position descriptions for a wide range of support staff roles
- Templates of letters of appointment
- Examples of job advertisements
- Useful information about the staff selection process
- Traps to look out for when managing support staff
- Ideas about appraisal
- Other interesting information

plus postage & packaging

Order Form



Yvonne Preece

BA, Dip Tchg, Dip Bus Admin

is a director of Merivale Consultants Ltd.

Motivated by her work in schools she decided to compile the ideas in this book to promote professional staff management for support staff.

She has been an advisor to schools, and has a background in human resource management and industrial relations.

■ FOR PRINCIPALS

Treat this book as a friend. Reach for it often. You will find it invaluable for recruiting support staff, appraising staff or reviewing a position description.

It has some great ideas and templates.

Keep it handy. It is really useful and will save you time.

■ FOR SUPPORT STAFF

This book is really interesting.

It will help you achieve outstanding results fast by defining for you the success criteria for your position.

Discuss it with your Principal and colleagues.

It will assist you to be really focused on what matters.

Examples of vacancy advertisements

Bursar

- Scenario**
- Our bursar is moving to Australia so we need an enthusiastic person to do what she does.
 - The position is full-time
- Our School**
- We are a large primary school with 700 students.
 - Our office is an open plan space and is well resourced.

We are looking for a person:

- who communicates well
- who can cope in a busy environment with lots of interruptions and manage their own workload
- who can accept responsibility for the administration of the school's finances
- who has experience supervising other staff
- who is able to monitor a school property plan
- who has initiative and good ideas and can share them with our management team

This is an opportunity to make a positive contribution to our school.

The application pack is available on the school website www..... or obtained by contacting the school office on 07 558-7777

Teacher aide

XXXX High School has a vacancy for a Teacher Aide to work with students with learning and/or behavioural difficulties in mainstream classes and in small groups.

The position is for 15 hours per week (mornings only). The position commences on 6 February 2009

The application pack for this position is on the school website www..... or can be obtained from the school office phone 07 558-7777 Fax 07 333-7777 Applications close on 20 January 2009

SCHOOL ADMINISTRATOR

We are a well resourced intermediate school looking for an experienced administrator to join our staff. This is a role that will allow you to make a positive contribution to the school's administration and to help address the challenges

Recruitment Process

Closer look at recruitment

Vacancies

Applications

Interviews

References

Police vetting

3

RELATING TO OTHERS - achieves objectives through working as part of a team, freely sharing knowledge and using others strengths.

- Actively builds positive and productive working relationships
- Shares relevant knowledge with others
- Accepts constructive criticism and learns from it
- Shares credit with others

Job Purpose

The primary purpose of this position is to provide high quality administrative and financial support services to meet the ever changing needs of the school. The incumbent will be required to build strong relationships with the Principal and the senior management team, the office staff, teachers, other staff as well as external organisations and members of the school community. The incumbent will undertake tasks of a diverse nature and at all times deliver timely, accurate and cost efficient support services that meet the needs of the school.

Service Delivery

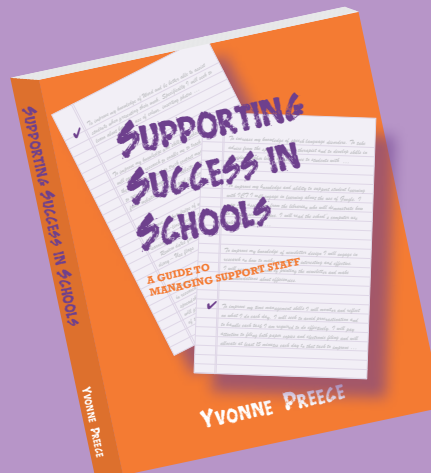
Key tasks	Performance indicators
Student enrolments processed and entered into the student management system	The SMS is up to date
Student leaving procedures actioned and files forwarded on request to the next school	Student files are managed in accordance with the Ministry of Education Rules for Student Enrolment Records
Class lists produced, updated and circulated to staff as required	Class lists are distributed as required
Assistance given to teaching staff who require access to student management system	Staff are trained in the SMS
Prepare and monitor the school budget	Staff queries are dealt with
Cash flow is monitored	Budget is prepared
Assessment of on-line banking are	Expenditure is monitored and variances explained
	Recommendations for savings and efficiencies are made
	Cash flow is managed
	Security is in place for on-line banking
	Investment revenue is maximised

Job Purpose

The primary purpose of this position is to support and assist learning and behaviour in the classroom. The incumbent will be required to build strong relationships and credibility with students and teachers. The incumbent will undertake to support the learning for students and to support the behaviour management in the school.

Service Delivery

Tasks	Performance Criteria
Student Learning	<ul style="list-style-type: none"> Working with students one on one on prepared learning tasks The student IEP (if there is one) is implemented Learning is reviewed with the student Student work is marked The student is kept on task There is encouraging dialogue with the student to motivate and assist learning Feedback is given to the student The student is reassured about the learning Learning purpose is clarified Next step learning is discussed The internet safety policy and procedures for the use of computers is followed Feedback is given to the teacher
Working with Groups of Students	<ul style="list-style-type: none"> Learning purpose is defined There is dialogue with the group about the task Effort is made to be inclusive of all group participants Students are encouraged to solve their own problems and develop competence Problem solving strategies are suggested The group is kept on task Evaluation and reflection on learning is facilitated with the group
Supported Learning Activities	<ul style="list-style-type: none"> Support the delivery of curriculum in the class Assist with teaching and assessment activities as directed by the teacher Work with assessment tools under direction of the teacher and record student achievement



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School name _____

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P.O. Box 36-792, Christchurch

or contact

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or email

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