POSITION DESCRIPTION

Student Office Reception/SENCo Administrator

TENURE	Full Time, Permanent, Term Time Only
REMUNERATION	As agreed, refer to the Collective Agreement Salary Scale
RESPONSIBLE TO	Principal – Rosehill College Dept. Senior Leader support person (DP) Student Office Manager HOD Learner Support
FUNCTIONAL RELATIONSHIP WITH	Principal and Senior Leadership Team Kaitiaki | Heads of House Student Office Manager Student Office Assistant Attendance Officer SENCo/HOD Learning Support Teacher Aides External Providers (eg., PhotoLife) Rosehill College Staff Students, Parents and the wider Community

PURPOSE OF ROLE

The role of the **Student Office Reception/SENCo Administrator** is to:

Provide both the Student Office and SENCo with efficient administrative and pastoral support to ensure the smooth daily operation. The role supports students, staff, and caregivers through the management of student records, enrolments, attendance processes, and general enquiries.

This position contributes to a safe and supportive school environment by maintaining accurate student information, assisting students with their needs, and ensuring school administrative systems (including **KAMAR and ENROL**) are managed effectively and confidentially.

Key Responsibilities:

Student Enrolments and Records

- Process and enter student enrolments into **KAMAR and ENROL**.
- Ensure student information is accurate, including legal names, ethnicity, iwi, and caregiver details.
- Record confidential medical information and learning needs appropriately.
- Follow up with caregivers to obtain missing enrolment documentation.

Outcome:
Student records are accurate, complete, and maintained in accordance with Ministry of Education requirements.

Student Office Enquiries and Support

- Provide assistance to students at the Student Office in a supportive and professional manner.
- Manage front counter and telephone enquiries.
- Provide administrative support to teachers, HOH, and SLT.
- Verify caregiver identity before sharing student information.
- Manage duties including lost property, confiscated items, uniform replacements, and locker allocations.
- Coordinate student runners to deliver messages around the school.

Outcome:
Students, staff, and caregivers receive efficient and professional support while maintaining confidentiality.

Student Sign-In / Sign-Out

- Monitor and manage student sign-in and sign-out procedures.
- Issue late slips to students arriving after the start of the school day.
- Verify exit permits and caregiver authorisation.
- Record attendance updates in KAMAR.

Outcome:
Student attendance and movements are accurately recorded and managed.

Attendance Support

- Process attendance notifications received via phone or email.
- Update attendance records in KAMAR.
- Follow up on missing or unmarked attendance entries.
- Support attendance administration in the absence of the Attendance Officer.
- Enter and manage attendance for Education Outside the Classroom (EOTC) activities.

Outcome:
Attendance information is accurate and processed in a timely manner.

NCEA Examination Support

- Assist students with examination information and documentation.
- Issue replacement NCEA Admission Slips when required.
- Provide students with Records of Achievement when needed.

Outcome:
Students are supported with accurate exam information and documentation.

Student Photography and ID Cards

- Assist preparation of student data for school photography and ID cards.
- Coordinate and assist with school photo days.
- Ensure students attend scheduled photo sessions and verify class photo records.

Outcome:
Accurate data is provided and photography sessions run efficiently.

Student Leavers

- Process student leavers in consultation with the Head of House.
- Prepare leaving documentation and update KAMAR and ENROL.
- Remove students from the roll once all processes are completed.

Outcome:
Leavers are processed accurately and records remain up to date.

Emergency Procedures

- Maintain up-to-date emergency evacuation rolls.
- Assist with evacuation procedures when required.

Outcome:
Emergency documentation is current and evacuation procedures are supported.

SENCo Administration

- Enter and maintain student data in KAMAR as directed by the SENCo/HOD Learning Support.
- Manage administration for Specialist Assessment Conditions (SAC), including documentation and tracking.
- Support the coordination and updating of IEPs, including data entry and record management.
- Monitor and update Learning Support attendance records.
- Ensure student information (including pastoral data) is accurate, current, and accessible to relevant staff.
- Scan, upload, file, and share paper-based documentation appropriately in student files.
- Maintain and audit school records relating to students with SEN.
- Maintain an accurate and up-to-date register of students with SEN.
- Assist with general administrative tasks to support the Learning Support team as required

Outcome:
To provide efficient administrative support for the Learning Support department, ensuring accurate student records, smooth coordination of processes, and reliable data management within KAMAR and school systems.

Job Share Student Office Administration

- Ensure that the job share partner is well informed via email of current events and work to assist them.

Outcome:
Smooth continuation of the Student Office.

PROFESSIONAL QUALITIES	Strong organisational and time management skills with a high level of attention to detail and accuracy Ability to manage multiple tasks, remaining calm and organised under pressure, using initiative and problem-solving skills Model and demonstrate the values of Manaakitanga, Whanaungatanga, Rangatiratanga and Hihiritanga Ability to handle sensitive matters with discretion and maintain confidentiality Ability to build trust and confidence with staff and whānau Respectful, empathetic and professional communication style, with an approachable and supportive manner with students.

PERSON SPECIFICATION will demonstrate capability through:

PROFESSIONAL COMMITMENT	**Confidentiality** This role requires access to sensitive student information. All information must be handled in accordance with school policies, privacy legislation, and Ministry of Education requirements. **Health and Safety** The role holder is responsible for following school health and safety procedures and supporting emergency and evacuation processes. **Other Duties** Other duties consistent with the role may be required as directed by the Student Office Manager or SENCo/HOD Learning Support.
KNOWLEDGE AND EXPERIENCE	Demonstrating empathy with Māori and commitment to Te Tiriti o Waitangi Strong written and oral communication skills for a range of audiences Competence in using technologies to manage student data Adherence to MoE and NZQA policies related to student attendance and wellbeing

I have read and understood the requirements expected of me as the Student Office Reception/SENCo Administrator as set out in this Position Description.

Signed _____ DATE _____

NAME: | Student Office Reception/SENCo Administrator

Signed _____ DATE _____

Davida SUASUA | Tumuaki/Principal