Te Kura o Te Awahou (Foxton School)

School Administrator & Board Secretary

Tenure: Permanent – 30 hours per week, Term-Time Only (plus afternoon Board meetings - 2x per Term)

Remuneration: Support Staff in Schools' Collective Agreement – commensurate with experience

About Our Kura

Te Kura o Te Awahou (Foxton School) is a vibrant, modern kura providing a high-quality bilingual learning experience that fosters a love of learning in both languages. As a proud Tier 2 PB4L (Positive Behaviour for Learning) school, we are committed to nurturing positive relationships and maintaining a supportive, inclusive environment where every child and their whānau are embraced, supported, and valued.

Our kura serves as a welcoming second home for many in our community, and our school office is the welcoming, friendly hub at the heart of it all.

The Opportunity

We are looking for a warm, highly organised, and discreet **School Administrator & Board Secretary** to join our dedicated team. This dual role sits right at the centre of school life—you will be the first point of contact for tamariki, whānau, and visitors during the day, while also providing support to our School Board.

It is a varied, people-focused position suited to someone who thrives in a busy front-office environment, picks up digital systems with ease, and handles sensitive information with absolute professionalism. Previous experience in a New Zealand School Office or supporting a Governance Board is an advantage, though full training on our school-specific systems will be provided. *(Full responsibilities and person specifications are detailed on Page 2.)*

Hours & Conditions

Terms and conditions are set under the Support Staff in Schools' Collective Agreement. Board meetings generally take place outside school hours (e.g., 3.45 pm – 5.30 pm, 8-10 times per year) and are compensated as additional hours at your ordinary hourly rate (Clause 2.4), or as overtime (Clause 2.8) where total hours exceed 8 hours per day or 40 hours per week. By mutual agreement prior to a meeting, Time Off in Lieu (TOIL) or an adjustment to your daytime hours may be arranged instead.

How to Apply

If you are keen to be part of our supportive, community-focused kura, please send your **CV**, a **cover letter** outlining what you would bring to this dual role, and the contact details of **two referees** to:

Richard McMillan (Principal) — principal@foxton.school.nz

Applications close: Friday 11th December, 2026 (5pm)
Applicants must have the legal right to work in New Zealand and will be required to undergo a Police Vet in accordance with the Children's Act 2014.

Recruitment Timeline

- ***Applications close:*** *Friday 11 December, 2026 at 5:00 pm*
- ***Shortlisted candidates contacted by:*** *Friday 18 December*
- ***Interviews held:*** *Wednesday 27 January 2027*
- ***Successful candidate notified:*** *By Friday 5 February 2027*

Te Kura o Te Awahou (Foxton School)

School Administrator & Board

POSITION DESCRIPTION

School Administrator & Board Secretary

- **School:** Te Kura o Te Awahou (Foxton School)
- **Reports to:** Principal / Tumuaki (daily school administration) & Presiding Member (Board secretarial duties)
- **Tenure & Hours:** Permanent, 30 hours per week, Term-Time Only + evening Board meetings (~10 per year)
- **Collective Agreement:** Support Staff in Schools' Collective Agreement

1. Purpose of the Role

To provide efficient, welcoming, and confidential administrative support for the smooth day-to-day operation of the kura, alongside dedicated governance secretariat support to the School Board - ensuring meetings are well-organised, statutory records are accurately maintained, and Board members can focus on strategic governance.

2. Key Responsibilities

A. Board Secretarial & Governance Support

- **Meeting Preparation & Logistics:** Schedule annual Board and committee meetings in consultation with the Presiding Member and Principal; collate and distribute agendas, Principal's reports, and supporting papers at least 5 days prior to each meeting.
- **Minute Taking & Documentation:** Attend evening Board meetings to accurately record discussions, resolutions, and action points; draft and distribute minutes to the Presiding Member and Principal within 5 working days.
- **In-Committee (Public Excluded) Protocols:** Manage confidential items in strict accordance with the Local Government Official Information and Meetings Act (LGOIMA) and privacy legislation, maintaining separate, secure minutes.
- **Statutory & Governance Records:** Maintain official Board registers (Conflicts of Interest, Delegations, Board attendance logs) and policy review schedules (e.g., SchoolDocs).
- **Correspondence & Compliance:** Manage Board correspondence, support new member induction packs, and assist with triennial Board election administration (or liaise with the Returning Officer).

B. General School Administration & Reception

- **Front-of-House & Reception:** The welcoming first point of contact for ākonga, whānau, staff, and visitors.
- **Student Management System (SMS):** Maintain accurate student data in [HERO / eTAP], including enrolments, withdrawals, daily attendance tracking, and Ministry of Education roll returns.

- **Communications:** Prepare and distribute school newsletters, notices, and digital community updates.
- **Office & Tumuaki Support:** Provide administrative assistance to the Tumuaki, manage office supplies, and handle basic sick bay and first aid care as required.

3. Person Specification

Essential Skills & Attributes

- **Confidentiality & Discretion:** Proven ability to handle sensitive student, staff, and governance matters with absolute integrity and trustworthiness.
- **Minute-Taking & Writing:** Strong written communication skills with the ability to summarise discussions into clear, objective minutes and resolutions.
- **Digital Literacy:** High proficiency in Microsoft Office / Google Workspace and confidence learning school management systems and board portals.
- **Organisation & Time Management:** Ability to juggle competing front-desk priorities while meeting strict deadlines for Board meeting packs.
- **Cultural Responsiveness:** Commitment to Te Tiriti o Waitangi and building positive, respectful relationships with whānau.

Desirable

- Previous experience working in a New Zealand school office or supporting a governance board.
- Familiarity with the Education and Training Act 2020 and LGOIMA requirements for school boards.
- Current First Aid Certificate (or willingness to obtain one).