



Our mission is, 'lifelong learning that is accessible to all'. The beliefs which underpin our mission are that education should be available to all and that we should do our utmost to create opportunities for lifelong access to secondary learning for adolescent and adult students.

Attendance and Wellbeing Administrator	
Primary Goal	To provide administrative support to the Guidance Team, Wellbeing and Outreach Co-ordinator, Assistant Principal – Students, Teachers, Year Advisors at Te Puna Wai o Waipapa - Hagley College.
Responsible to	Board, Principal, Head of Guidance
Tenure	Part-time, fixed term position – Maternity Leave cover

Leadership Focus – Attendance Administrator

The key focus of this position relates to the College’s Student Wellbeing Portfolio. The key outcome is to ensure student engagement is managed effectively as part of an overall College outcome to increase engagement, retention and involvement. This will be achieved specifically by:

- Working as an administrator and reception person for the Guidance/Wellbeing Team, based in Simpson House.
- Managing referrals for the Guidance Team.
- Managing students located in Simpson House (not in appointments), with associated communications to appropriate staff and marking attendance.
- Assisting students who present at Simpson House to access the help they need.
- Monitoring, recording and responding to attendance for all Year 9 – 13 students aged 19 and under attending Te Puna Wai o Waipapa – Hagley College.
- Communicating with whānau about attendance concerns.
- Collaborating with the Student Wellbeing Team.

Person Specification

Skills and Competencies

- build strong relationships and trust with young people, families, staff and other stakeholders by demonstrating competency in their role, by engendering interpersonal respect, and through demonstrating personal integrity and resilience
- demonstrate enthusiasm as well as experience and skills in working with young people and families
- demonstrate organisational and time management skills
- demonstrate attention to detail
- demonstrate strong interpersonal and communication skills.
- operate in an environment of confidentiality

The Administrator will make a strong commitment to our mission, culture and the values of trust, respect, integrity and personal responsibility. The Administrator will share our commitment to Māori achieving success as Māori and to our bicultural partnership in Aotearoa / New Zealand.

Functional Relationships

The Attendance Administrator has functional relationships with the following:

- Assistant Principal: Student Wellbeing
- Guidance Counsellors
- Wellbeing and Outreach Coordinator
- Teachers
- Year Advisors

Key Tasks

1. Complete reception and administrative tasks for the Guidance and Wellbeing Teams including making appointments and managing the referral spreadsheet
2. Promote a positive and warm environment in Simpson House
3. Monitor and respond to the College attendance phone line, email and text systems for all year levels of students aged under 19. This includes timely responses to attendance from 8.30am each day, with parents and caregivers of all students contacted before 10.00am for unexplained morning absences, then between 12.40 and before 2pm for afternoon absences.
4. Communicate, in a timely manner with whānau informing them of student absence. Manage the text messaging system for all year levels and update entries in KAMAR in response to this communication.
5. Provide accurate attendance information to Advisors and Assistant Principal.
6. Liaise with the SMS Senior Administrator about staff completion and accuracy of rolls when required.
7. Work collaboratively with the Student Managers Support Administrator when providing attendance support to the Year Advisors, Assistant Principal and Deputy Principals.