

# Garin College

Principal: John Maguire MEdEI, Dip Tech, NZ Nat Dip Specialist Subjects  
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Phone 64 3 543 9488  
Website [www.garincollege.ac.nz](http://www.garincollege.ac.nz)



## Office Administrator

### - Permanent, Part-time, Application Process

July 2019

Thank you for your interest in the position of **Office Administrator**

- The equivalent of 18.45 hours per week, 3 days per week, during term time only.
- Knowledge and experience of office administration and procedures
- Knowledge of Filemaker Pro, Kamar Student Management System and a First Aid certificate would be an advantage.
- Responsible for accurate student records and enrolment data entry on Kamar and Ministry of Education ENROL
- Remuneration will be paid in accordance with the NZEI Support Staff in Schools Collective Agreement and will commence on Grade C Step 10.

Please find attached to this email the following documentation for the position:

- Working at Garin College
- Teacher Job Description
- Application for Office Administrator Position Form
- Appointment Timeline
- Code of Ethics NZ Catholic Schools

Additional college information can be found on our website [www.garincollege.ac.nz](http://www.garincollege.ac.nz) . Please use these documents as a foundation for your application and if you require further information or would like to discuss the position in confidence we welcome you to do so.

#### **Guidelines for Applicants:**

Please address your email to The Principal, Garin College, Email: [hr@cloud.garincollege.ac.nz](mailto:hr@cloud.garincollege.ac.nz)

2. Your application for the Office Administrator position must include;

- **Cover Letter**
- **Curriculum Vitae**
- A completed and signed **Application Form** including the names of **two referees**. (One of which must be a professional referee)

3. Applications close at 12.00pm Friday 26 July 2019

4. All material submitted with the application will be treated in strict confidence.

We look forward to receiving your application.

**John Maguire**  
Principal

# Garin College



## Application for School Office Administrator

### Part Time Permanent Position.

3 Days per week - 8.30am - 3.15pm

TO: The Principal, Garin College, 35 Champion Road, Richmond, Nelson, New Zealand

I wish to apply for the position of **Office Administrator Position** at Garin College.

Full Name: Mr/Mrs/Miss/Ms \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Email: \_\_\_\_\_

Postal Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone Home: \_\_\_\_\_      Cell: \_\_\_\_\_

## QUALIFICATIONS

Qualifications	Institution	Date of Award

## QUESTIONS RELATING TO YOUR EMPLOYMENT

*(Please note that failure to provide correct and true details of any conviction or reason for possible unsuitability will make you liable to dismissal from "employment by" the Garin Board of Trustees, should you be the successful applicant.)*

Have you ever had a criminal conviction, received police diversion, or do you have a prosecution pending or are awaiting sentencing, or otherwise know of any reason why you might be considered an unsuitable person for employment in a school environment?	Yes/No
Are you willing to support as outlined in the "Working at Garin College" with particular emphasis on the "Catholic School Special Character Context" section that pertains to the special character of the school?	Yes/No
Do you authorise the board, or nominated representative, to approach persons other than the referees whose names you have supplied to gather information related to your suitability for appointment to this position?	Yes/No
Do you authorise the board, or nominated representative, permission to access any information held by the Education Council of Aotearoa New Zealand (EDUCANZ) or any other educational organisation, including information regarding matters under investigation, to gather information related to your suitability for appointment to the position?	Yes/No
The Staff at Garin College show strong commitment to extracurricular activities, attending and supporting school, community and parish events. Are you willing to share this commitment to additional tasks required to provide the wider education of our students?	Yes/No
Do you have, or have ever had, any medical condition or injury caused by gradual process, disease or infection, (such as occupational overuse syndrome, stress or repetitive strain injury), which the tasks of this position may aggravate or contribute to?	Yes/No
Have you ever had time off work for a back injury?	Yes/No
Do you have any other known condition that may affect your ability to carry out the duties and responsibilities outlined in the job description?	Yes/No



## REFEREES

Referee's name	Their position and organisation	Telephone	Relationship to you
		Work: Cell:	
		Work: Cell:	

## DECLARATION

In keeping with the provision of the Privacy Act, I authorise the Board of Garin College to make further inquiries relating to my suitability for the position.

I believe the information given in this application and accompanying documentation is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature of applicant

Applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / 2019



# Job Description

## Office Administrator

<b>Key relationships with:</b> All Students, Staff and General Public	<b>Responsible to:</b> Principal's PA Principal	<b>Status:</b> Part Time Permanent Position.  Position start date to be negotiated at time of appointment  The equivalent of 18.45 hours per week, 3 days per week. Term Time only
<b>Special Character:</b> All staff have a duty to reflect and support the Special Catholic Character in their work at the school.		
<b>Purpose :</b> <ul style="list-style-type: none"> <li>● Receive initial enquiries at the office and refer them to the appropriate staff</li> <li>● Ensure the smooth running of the school office</li> <li>● To provide back-up for all office tasks when needed</li> </ul>		
<b>KEY TASKS</b>	<b>EXPECTED OUTCOMES</b>	
Responsibility for Reception	<ul style="list-style-type: none"> <li>● Parents, students, school visitors and business representatives are met and greeted and outstanding queries are followed up</li> <li>● Answering phones in a courteous manner and passing to the appropriate person (efficiently), following up outstanding queries, multi-tasking, working well under pressure.</li> <li>● Telephone calls may be made on behalf of the staff or Principal.</li> <li>● Explain enrolment documents to prospective parents, stressing the importance of the preference form and that to progress the enrolment they return the forms to the Principal's PA.</li> </ul>	
Responsibility of monitoring and entering data	<ul style="list-style-type: none"> <li>● Accurate Enrolment/data entry new students onto Kamar</li> <li>● Updating student details onto Kamar</li> <li>● Processing leavers during and at the end of year</li> <li>● NZQA administration with Principal's Nominee using KAMAR (SMS), Markbooks and checking NZQA data.</li> <li>● Support Office Manager in maintaining electronic files when required.</li> </ul>	
ENROL (MOE Student Management System)	<ul style="list-style-type: none"> <li>● ENROL Data matching for all new students, leavers, stand downs and suspensions as required.</li> <li>● Training in ENROL module and keeping up to date with advancements and refresher courses in ENROL.</li> </ul>	
Buses	<ul style="list-style-type: none"> <li>● Processing of Garin Express Bus passes Term by Term</li> <li>● MoE bus support to DP</li> </ul>	
Undertake Administration Duties	<ul style="list-style-type: none"> <li>● Processing of locker hire for students at the beginning of the school year</li> <li>● Collection and receipting of monies, banking charges to student accounts, EFPTOS maintenance and balancing. Accurate handling of cash and following correct procedures when handling cash as required</li> <li>● Computing (SMS, Gmail, Google Docs, Microsoft Office) and general office work as required and as time allows.</li> <li>● Processing of weekly newsletter, includes liaison with staff to gather information</li> <li>● Update website information as required</li> <li>● Support to Absentee Officer as needed</li> <li>● Ensuring confidentiality is adhered to with all matters associated with student information and the school wide community</li> <li>● Complete any typing, filing, and copying, secretarial/admin work as</li> </ul>	

	<p>requested by the Principal/PA</p> <ul style="list-style-type: none"> <li>● Maintain student files and filing cabinet</li> </ul>
<p>Responsibility for School First Aid</p>	<ul style="list-style-type: none"> <li>● First Aid is carried out as required</li> <li>● Parents are contacted when necessary</li> <li>● Liaise with Counsellor</li> <li>● Current first aid certificate is maintained</li> <li>● Maintain adequate medical supplies</li> <li>● Students medical notes are maintained</li> <li>● Liaise with Principal/PA/DP/AP any health issues, notifiable illnesses, absent numbers etc</li> <li>● Make up beds in sickbay regularly</li> <li>● Operate the school first aid kits and ensure relevant kits are prepared for particular EOTC events. Ensure the medical cabinet is stocked appropriately</li> </ul>
<p><b>Professional Qualities</b></p> <ul style="list-style-type: none"> <li>● Confident and articulate communication skills and capacity to build professional working relationships.</li> <li>● Bright confident personality being professional, well presented and service focused</li> <li>● Excellent organisation skills and the ability to multitask are essential to this role</li> </ul>	
<p><b>Professional Development and Annual Review</b></p> <p>Annual appraisal &amp; performance management discussions with the Office Manager will help identify strengths, highlight issues needing assistance and confirm professional goals. Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.</p>	
<p><b>Remuneration</b></p> <p>Will be paid in accordance with the NZEI Support Staff in Schools Collective Agreement and will commence on Grade C Step 10.</p>	
<p>Signed Teacher _____</p> <p>Signed Principal _____</p> <p>Date _____</p>	

# Timeline

## Garin College

### Office Administrator

*Part time Permanent, 2019*

#### Guide for applicant processing

Activity	Document	Timing
Publication		<b>10 July 2019 (Trade Me)</b>  <b>Sat 13 Jul, Wed 17 Jul, Sat 20 Jul and Wed 24 Jul 2019 (Nelson Mail)</b>

Applications Close for Office Administrator	Applications to hr@cloud.garincollege.ac.nz	<b>12.00pm Friday 26 July</b>
Shortlist by Appointments panel		<b>29 July</b>
Referee Checks by Principal		<b>29-30 July</b>
Short listed candidates notified		<b>30 July</b>
Candidate Interviews		<b>31 Jul - 2 Aug</b>
Successful Candidate notified		<b>2 August</b>
Notification of Non Successful Applicants by email		<b>5 August</b>





# CODE OF ETHICS

## FOR STAFF AND BOARDS

### OF NEW ZEALAND CATHOLIC SCHOOLS



As members of staff and as the Board of our Catholic school we are committed to students, parents and caregivers, the community and education itself. In order to serve effectively we are also committed to our own growth and well being.

We commit ourselves to professional standards of conduct in all we do.

#### **PRINCIPLE 1.0 COMMITMENT TO OUR STUDENTS**

- We put the well-being of our students first, respecting their rights and dignity as unique individuals, nurturing their individual sense of self-worth, and serving their spiritual, academic and human needs.
- We enable students to develop personal responsibility, including commitment to their own wellbeing, that of their community and the world.
- We help students to see the relevance of the Good News of Salvation, challenging them to live by gospel values in their daily lives, and developing their potential for Christian leadership in society.
- We focus on delivering the best possible educational programmes that suit each student, challenging them to achieve the highest possible standards which reflect their abilities.
- We work to deliver the best possible Religious Education programmes for our students, and to relate these programmes to their daily lives.
- We work to provide a safe physical and emotional learning environment for our students.
- We endeavour to exercise restorative justice in resolving discipline issues.

#### **PRINCIPLE 2.0 COMMITMENT TO PARENTS AND CAREGIVERS**

- We support parents and caregivers in their responsibility for their children's education; therefore we treat them with respect at all times, collaborating with them and respecting their right to know, understand and share in decisions that affect the education and welfare of their children.
- We report their children's progress regularly, and as needed, with professional clarity.
- We offer supportive ways to assist parents' involvement in their children's education and spiritual development.
- In our Religious Education and other programmes we work to enhance family life and the home-school relationship.
- We respect privacy and confidentiality of information.

#### **PRINCIPLE 3.0 COMMITMENT TO OUR COMMUNITY**

- We are committed to serving all members of our school, co-operating in building our Catholic educational community, and refraining from doing anything that would bring the school into disrepute.
- We protect the reputation of students, parents, staff and Board members.
- We support the authority, decisions and leadership of our Catholic Bishops, our Proprietors and those who work to sustain and develop Catholic education.
- We support the integral relationship of the Catholic school and the Catholic parish.
- We promote the peace of Christ in the world by modelling co-operative behaviour and peaceful solutions to conflict.
- We support and work with other Catholic schools, for the good of the Catholic school system.
- We commit ourselves to honouring the Treaty of Waitangi.
- We actively value the ethnic diversity of New Zealand society.

#### **PRINCIPLE 4.0 COMMITMENT TO EDUCATION**

- We understand and commit ourselves to the principles, ethos and delivery of authentic Catholic education.
- We are committed to deepening our professional understanding, qualifications and knowledge of Catholic Character and Religious Education.
- We work in partnership with the Ministry of Education.
- We respect and support the work of all associated with the national education system.
- We contribute to wider educational debate and development in our society.
- We model and support professional behaviour within our school by conscientiously fulfilling our defined roles.
- We participate in ongoing professional development for the continual enhancement of teaching and learning.

#### **PRINCIPLE 5.0 COMMITMENT TO OURSELVES**

Recognising that we can only fulfil our responsibilities to others if we fulfil our responsibilities to ourselves:

- We nurture our spiritual growth and deepen our understanding of the teachings of Christ and his Church.
- We strive to live by values of truth, honesty, justice, goodness, love, compassion, reconciliation and respect for others.
- We sustain our personal wellbeing, striving for balance in our work, recreation, rest and emotional life.



# Working at Garin College

Garin College was established with a vision of helping the Catholic young people of the top-of-the-south become the adults they were created to be. Opened in 2002, the school also attracts many young people who are not Catholic who share in the holistic vision of a college where each student is enabled to reach their potential in a wide range of areas. We have a roll including our boarders and international students of approximately 500 pupils. Our boarders are housed in two modern homes, Mother Teresa House (Girls) and Francis Douglas House (Boys) which are found in close proximity to the school.

Garin is an Integrated Co-Educational College, with many new, exciting and innovative practices that promote outstanding student leadership and engagement including BYOD for all years. With supportive pastoral care initiatives and excellence in teaching, mentoring and coaching, Garin College enables students to achieve academically and in a wide range of arts, sporting, and leadership endeavours. Our extensive grounds and modern buildings create an enabling learning environment.

## Our Vision - *What we want for our young people' (NZ Curriculum; NZC)*

- Garin College is a Catholic School where students reach their potential in a wide range of areas. Academic opportunity and achievement are central to the students' balanced development.
- Our graduates are young Christian men and women of faith, hope and integrity - people who have strong clear values, and a sense of their responsibility to make a difference.
- We make a particular effort to support marginalised students and those at risk of not succeeding with special awareness of Māori, Pacifica and students with identified needs.
- We build, grow and value relationships - fair and just restorative practices support all relationships at Garin College.

Garin College will observe and enact the Principles of 'Te Tiriti O Waitangi' (i.e. Partnership, Participation, and Protection) to ensure whanau and pupils are acknowledged and programmes are developed to enhance learning outcomes for Māori.

## Our Motto

Faith and Wisdom

## Our Mission Statement

We are a Catholic community striving to grow as a centre of excellence for Catholic Education and faith development in New Zealand.

## Our Values

Our culture is Catholic and we stand for Gospel Values. Our graduates will be young Christian men and women of faith, hope and integrity - people who have a sense of right and wrong, and a sense of their responsibility to make a difference.

The Core Values of Garin College are:

- **Generosity** (Reconciliation and Community)
- **Aroha** (Love and Compassion)
- **Rangimarie** (Peace)
- **Integrity** (Integrity and Justice)
- **New Life** (Hope, Respect, Dignity)

The Values of the college are Gospel values which were encouraged, modelled and lived by our founding patrons, Father Antoine Marie Garin, Mother Suzanne Aubert, Euphrasie Barbier, St Mary MacKillop and Mother Catherine McAuley.

### GARIN COLLEGE VALUES

VALUE	MEANING	INDICATORS
<b>Generosity</b>	Generosity means making oneself available in terms of time, energy, possessions and their overall contribution to serve the Garin family	A Garin person should be generous in service to others; <ul style="list-style-type: none"> <li>● Time – gives time to service, sports and the arts</li> <li>● Money – gives generously to our identified social justice causes</li> <li>● Effort – goes the extra mile for others</li> <li>● Contributions - to Justice and Service ministry (JAM), service to others e.g. Peer Mediation, Mentoring, etc</li> </ul>
<b>Aroha</b>	Aroha means to be a loving person. Being accepting towards others.	A Garin person shows Aroha when <ul style="list-style-type: none"> <li>● They support other students when they are down - being a friend</li> <li>● Includes others when they are marginalised</li> <li>● Helps teachers and students with day to day tasks</li> </ul>
<b>Rangimarie</b>	Rangimarie means peace. A person displays this when he/she is at peace with themselves and is a peacemaker for others.	Rangimarie is shown in a Garin person when <ul style="list-style-type: none"> <li>● They help solve disputes between people</li> <li>● They show a concern for the welfare of all</li> <li>● They display a calming influence on others</li> <li>● They show concern for world peace</li> </ul>
<b>Integrity</b>	Integrity means being honest, upright and truthful	A Garin person is seen as a person of integrity when <ul style="list-style-type: none"> <li>● They prove to be honest in dealings with others</li> <li>● They fulfil positions of trust</li> <li>● They are truthful</li> <li>● They readily adopt a moral stance</li> </ul>
<b>New Life</b>	“We are an Easter people and Alleluia is our song.” Garin students live convinced that Jesus is alive and walks among us.	A Garin person is a person of the resurrection. This means <ul style="list-style-type: none"> <li>● They live life to the full</li> <li>● They display a positive attitude</li> <li>● They are a person of hope</li> <li>● They bounce back from failure and disappointment</li> <li>● They restore relationships through compassion and forgiveness.</li> </ul>

## Our Values and the NZ Curriculum

From the New Zealand Curriculum we adopt other qualities and competencies to foster. These are compatible with the Catholic Special Character of our school. Such qualities as, communication, creative problem solving, self-management, adaptability, constructive approach to challenge, self-discipline, integrity, social skills, trustworthiness, reliability, fairness, diligence, citizenship, respect for the law, and honesty.

## Catholic School Special Character Context

The special character of a Catholic school is defined in the Integration Agreement: The school is a Roman Catholic School in which the whole school community, through the general school programme and in its religious instructions and observances, exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the Scriptures and in the practices, worship and doctrine of the Roman Catholic Church.

Staff who are Catholic, and those who are not, must support the Catholic ethos of the school. We actively seek staff with a range of beliefs, philosophies and life experiences. All staff will respect and foster the special character of the school.

- Because we know God created each one of us, we try to respect each person
- We educate the whole person God created: academic, physical, spiritual, emotional, moral and creative. We find ways to develop leadership, confidence, and community spirit. We want our children to have the very best chance of a happy life. We want them to have the qualifications they need, the healthy bodies they need, and the ability to form faithful, loving relationships.
- We exercise restorative justice practices in resolving conflict when managing discipline issues.
- We have a broad vision of pastoral care that involves building a partnership with parents in the development of their child into a positive and productive adult (disciplined, good at relationships, prepared for a career and life-long education, an ethical and moral citizen, someone with a sense of their responsibility to make a positive difference in their world).
- We work out ways to help each person discover what is right and wrong – and then to act on that. Our standard is the teaching and action of Jesus in the Bible.
- We expect each person to think for themselves and to take responsibility for themselves: for their actions, for their development, and for their own happiness.
- We foster the sensitivities, values, and sense of responsibility our students will need to lead worthwhile and fulfilling lives, and an attitude that refuses to accept second best.
- Catholic schools and universities have always believed in excellence in education, and that is our goal. Secular subjects are taught for their own value and with their own objectives. Catholics believe in the value of all human knowledge. So any teaching which helps our young people to be more aware of the world and to appreciate human endeavour and learning is a contribution to the total aim of the school.
- And we look for ways to help our students develop a relationship with their Creator – something they will need if they are to remain people of hope throughout their lives.

## Toward developing our school culture

Garin is a well-run school, where enthusiastic staff who want to make a difference in the lives of young people gain satisfaction in a collaborative environment and where you will work hard, gaining appreciation and results for your work. We have an emphasis on “the basics”, hard work, striving for excellence, character development, social justice, as well as making faith and Gospel values meaningful in the life of each student.

A Catholic school is a community that is part of wider communities. A community is not a 9am-5pm thing – members remain part of the group around the clock. We see ourselves as part of a larger creation, and responsible for working towards leaving our community and our world a better place. We try to help students experience the support, responsibility, and sense of achievement that can come through working in teams. We help them develop the community-building skills and attitudes they and the world need, and the determination to build a better world.

We are aware that staff in schools work very hard and that is certainly the case at Garin. Developing a community means that all of us, from the Principal to the most recently-appointed staff member have to work together to make a school a vibrant living community. To share the load involved in creating that vibrant and living community, staff need to commit our broader curriculum and wider community-building activities.

## Education for the 21st Century

At Garin, our Board funds professional development to ensure we develop school-wide best practice in teaching and learning, in leadership and the well-being of staff and students. Our goal is to work more efficiently, rather than work harder. We have a huge job to do, and a huge responsibility – and Garin needs excellent staff. We have a vision of an excellent 21st Century Catholic school, and we believe it is important to be explicit in what we are looking for, so that we attract teachers and other staff with the passion to share and develop that vision.

We want you to be happy in your career, and to have the personal satisfaction of knowing you are doing a good job and making a difference in the lives of children. Your view on these things will always be heard.

Thank you for reading this paper. If these values are what you believe education should be about, and if you would like to help us develop this vision, we would be very pleased to receive your application.

**John Maguire**  
**Principal**