



## Role Description: Board Administrative Support (Casual)

<b>Position Title</b>	<b>Board Administrative Support</b>
<b>Responsible To</b>	Board Secretary
<b>Responsible For</b>	-
<b>Functional Relationships with:</b>	Presiding Member, Principal, Board, Board Secretary
<b>Hours/ Days Employed:</b>	Approximately 12-18 hours monthly. Hours include evening work to support Board & TAMSO meetings.
<b>Functional Delegations (Limits to Authority):</b>	-
<b>Terms and Conditions:</b>	As per the <b>Support Staff in Schools Collective Agreement (SSSCA)</b>

### Purpose of the Role

The School Board Administration Support role provides high-quality administrative and governance support to the School Board, enabling it to meet its statutory responsibilities and operate effectively.

This role alleviates administrative workloads, ensuring accurate documentation across full board meetings, sub-committees, and strategic working groups like Te Ao Māori Strategic Ohu (TAMSO). The role is supportive in nature and works collaboratively with the Board Secretary and the Principal to maintain high standards of confidentiality, professionalism, and culturally responsive governance.

Key Responsibilities	Key Performance Indicators, How Success will be demonstrated
<b>1. Meeting Attendance &amp; Minute-Taking</b>	<ul style="list-style-type: none"> <li>Prepares clear, timely, and precise minutes, resolutions, and action points for full Board meetings, designated sub-committees (Finance, Property), and TAMSO.</li> <li>Draft minutes are delivered within timeframes following meeting completions.</li> <li>Provides clean, finalised documentation to the Board Secretary to enable seamless archiving and record maintenance</li> </ul>
<b>2. Board Sub-Committee Support</b>	<ul style="list-style-type: none"> <li>Ensures sub-committee meetings (Property, Finance, and leadership selection processes like Manukura) have a dedicated minute-taker to guarantee process integrity and clarity of outcomes.</li> </ul>
<b>3. Te Ao Māori Strategic Ohu (TAMSO) Coordination</b>	<ul style="list-style-type: none"> <li>Provides dedicated administrative and coordination support to TAMSO ensuring minutes are processed promptly to back the school's strategic Tiriti commitments.</li> </ul>



<b>4. Records &amp; Compliance Support</b>	<ul style="list-style-type: none"> <li>• Works alongside the Board Secretary to help organise and archive board records, policies, and statutory documentation.</li> </ul>
<b>5. Communication &amp; Tracking</b>	<ul style="list-style-type: none"> <li>• Supports clear, professional communication channels between the Board, Principal and external stakeholders.</li> <li>• Assists the Presiding Member and full board with tracking actionable items, reviewing documents, and ensuring clear follow-through on decisions.</li> </ul>
<b>6. Governance Processes</b>	<ul style="list-style-type: none"> <li>• Provides administrative help for urgent or high-stakes governance processes (e.g., student disciplinary hearings or complaints) as approved by the Presiding Member.</li> </ul>
<b>7. General Administrative Support</b>	<ul style="list-style-type: none"> <li>• Provides efficient, ad-hoc administrative support to the Board and Board Secretary as required to ensure smooth governance operations.</li> <li>• Tasks are completed accurately, efficiently, and within agreed timeframes.</li> </ul>
<b>8. General Expectations</b> <i>(All Staff Standards)</i> <ul style="list-style-type: none"> <li>• Uphold the Vision, Mission, Values, and policies of the school.</li> <li>• Maintain confidentiality and professional standards.</li> <li>• Ensure culturally responsive practice, including correct tikanga and te reo Māori use.</li> <li>• Communicate effectively with board, staff and students.</li> <li>• Engage in professional learning and appraisal.</li> <li>• Undertake additional duties as reasonably requested.</li> </ul>	<ul style="list-style-type: none"> <li>- Professional conduct consistently demonstrated.</li> <li>- Positive relationships with all stakeholders.</li> <li>- Cultural responsiveness visible.</li> <li>- Confidentiality maintained.</li> <li>- Strong communication evident.</li> <li>- Engagement in PLD and appraisal.</li> </ul>

