

# Secondary School Partnerships Administrator

---

## Kaupapa | Purpose

**Scope:** To support and provide administrative and pastoral support to ensure the continued success of EIT's Secondary School Partnerships programmes which includes Trades Academy.

**Reports to:** Director of Business Relationships and Transitions

**Team:** EIT | Te Pūkenga team **Location:** Tairāwhiti **Remuneration:** \$

**Date:**

---

## Ngā Hononga Mahi | Working relationships

**Internal:** Tairāwhiti Campus Director, Event and Engagement Manager, Student Support Services Manager, Faculty Management and Staff

**External:** Trades Academy Students, Secondary School Staff

**Resource delegations and responsibilities:**

**Financial:** Not applicable

**People:** Not applicable

---

## Ngā mahi | Do

### Administration

- Track enrolments and withdrawals and liaise with the Hawke's Bay Trades Academy team as required. Establish systems to track and monitor the use of materials and other consumable items. Assist with the development and distribution of promotional material
- Coordinate events throughout the year as required
- Prepare monthly reports for attendance and participation
- Prepare necessary purchase orders and monitor expenditure to ensure they are meeting budget Requirements

- Maintain communication with external bus companies to ensure the Trades Academy transport plan is adhered to
- Prepare and provide meeting minutes and documentation
- Ensure attendance information is accessible and up to date within EIT systems including aPlus.
- Assist with the creation and development of the Trades Academy programme handbook.

### **Quality Assurance**

- Support the moderation plan, implement and coordinate the internal and external moderation
- Monitor the delivery of programme(s) in line with academic documents, institutional policy and compliance requirements of government agencies and registration bodies
- Attend and report to institutional academic committees/boards, and external regulatory bodies as directed by the Manager.
- Coordinate the creation of annual self-assessment reports.

### **Student Learning and Wellbeing (Pastoral Support)**

- Providing academic counselling and advice to students and graduates.
- Supporting Trades Academy Pastoral Care team with students across the programme(s) when required
- Work closely with the Trades Academy (TA) team to provide pastoral support to TA students while on campus
- Interviewing students to ensure they have an educational plan is consistent with career objectives
- Check with tutors that students are present and follow up as required  
Advise the applicable points of contact of absences as required
- Monitor student progress (i.e. attendance, engagement, academic progress, etc.) ensuring identified support systems are maintained
- Liaise with partnering schools to ensure they are kept abreast of student progress
- Ensure all relevant parties are aware of student attendance, progress, issues and concerns Ensure individual education plans are completed within desired timeframes.
- Arrange career support for the students as required

### **General**

- Comply with EIT | Te Pūkenga policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the position manager.

### **Demonstrate commitment to:**

**Te Tiriti o Waitangi.** Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

**Ākonga at the Centre.** Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

**Equity.** Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

**Vocational Education and Training Excellence.** Through quality provision for all ākonga, meeting the regional needs of employers and communities.

---

## Pūkenga | Have

### **Knowledge, Experience and Skills:**

- High level of administrative skills and pastoral care experience
- Advanced knowledge of computer applications including Microsoft excel, word, PowerPoint and databases. Knowledge of publishing programmes is desirable
- Proven experience of fast and accurate data inputting, management, budget monitoring, analysis and reporting experience
- Successful experience and ability to effectively engage and maintain positive relationships with secondary age youth
- Experience working with Māori and Pacifica students Excellent time management and organisational skills
- Strong verbal and written communication skills and demonstrated ability to use these skills in providing advice to and influencing others in a professional environment.

### **Special Aptitudes:**

- Able to use initiative
- To be able to work competently and efficiently within an often-stressful working environment and meet deadlines
- An understanding and appreciation of customer service and a commitment to providing a quality service to both internal and external customers
- Able to relate to a wide range of people
- An understanding and appreciation of cultural issues Ability to handle confidential matters sensitively Ability to prioritise work
- Ability to work collegially and collaboratively in a team environment.

### **Qualification:**

- A relevant tertiary qualification or equivalent work experience essential.

### **Essential requirements:**

***This position is classified as a core children's worker role and under the requirements of the Children's Act 2014, the incumbent will be subject to a police and identity check prior to appointment and every three years thereafter.***

**Authentic and Inclusive:** Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

**Connected:** Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future.

**Collective:** Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for EIT Te Pūkenga, employers, ākonga and their whānau.

**Self-Awareness:** Accept change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally.

**Ako:** Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

**Mana tāngata:** Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Contribute to maintaining a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.