

INFORMATION PACKAGE FOR APPLICANTS

Nayland College is an innovative and successful school dedicated to meeting the diverse needs of our students, so that each may develop to their potential and achieve success.

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Enquires can be answered by:

- Daniel Wilson (Principal) or Cristy Monds (PA to the Senior Leadership Team)
 - Phone: 03 547 9769
 - Email: cristy.monds@nayland.school.nz

You may also wish to visit our website: www.nayland.school.nz

Nayland College is an equal opportunities employer and complies with the Vulnerable Children's Act 2014.

Please contact me if there is further information or clarification required.

Thank you for your enquiry.

Daniel Wilson
PRINCIPAL



NAYLAND COLLEGE

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INFORMATION FOR APPLICANTS

Nayland College is held in high regard as an educational leader whose hard-working staff provide balanced educational opportunities that meet our students' needs.

VACANCY

- POSITION:** Business Manager, permanent, full time
- APPLICATION:** Applications close with the Principal, Nayland College, 166 Nayland Road, Stoke, Nelson, email: cristy.monds@nayland.school.nz at 12 noon on **26 June 2017**.
- Please complete the application form and attach a letter of application and a CV detailing qualifications, previous experience and other information relevant to this application.
- INTERVIEWS:** After reviewing applications, the College will shortlist and interview if necessary. Shortlisted applicants will be advised of the details, and reasonable expenses will be met.
- APPOINTMENT:** Appointment will be confirmed as soon as possible, and the successful applicant will commence their new duties as soon as practicable after appointment.
- ADDITIONAL INFORMATION:** A job description and relevant information is attached.
- Enquires can be answered by:
Daniel Wilson, Principal (School 03 5479769)
Cristy Monds, PA to the Senior Leadership Team (School 03 5479769)

Nayland College is an equal opportunities employer. Please contact Cristy Monds if there is further information or clarification required.

Thank you for your enquiry.

Daniel Wilson
PRINCIPAL



APPOINTMENT TIMELINE

Position: Business Manager

1. Electronic advertisement placed on Qjumpers, Seek and Trademe 7 June 2017.
2. Newspaper advertisement in the Nelson Mail: Saturday 10 June 2017
3. Applications close: noon Monday 26 June 2017
4. Commencement date: as soon as practicable after the appointment is made.
5. Application packs are available from the Nayland College website
<http://nayland.school.nz/about/vacancies>

BUSINESS CENTRE MANAGER

JOB DESCRIPTION 2017



Employee:

Hours per week/Weeks per year: 40 hours/52 weeks

Supervised by: Principal

Duties		
1.	As a member of the staff of Nayland College you will be familiar and comply with the school's charter and policies	<ul style="list-style-type: none"> a. Positive professional relationships with all staff members are maintained b. Contact with all students, is on a strictly professional basis with the physical and emotional safety of the students being of paramount importance c. School administration is supported d. The hours of work, as arranged, are strictly followed e. The Principal is informed of any absence from work immediately (illness etc) so that other arrangements can be made if necessary f. Any other tasks as allocated or directed by the Senior Management Team
2.	Finance	<p>Duties including but not limited to:</p> <ul style="list-style-type: none"> a. Manage the complete financial and accounting responsibilities of the school and reporting to the Principal and Board b. Apply for trust fund grants on a regular basis and complete audit requirements c. Manage the school payroll and reporting to the Principal d. Maintain cash flow projections and investments. e. Direct the procedures for purchasing to provide materials, equipment and services needed for the school to function economically but with due regard to quality f. Manage the school's insurance in all forms and claims that may arise g. Maintain up to date knowledge and understanding of government regulations and compliance that affect school activities h. Administer MOE grants and allowances and meet accountability requirements for such funding i. Supervise and maintain the Asset Register of all capital items j. Lead the annual budgeting process
3.	Property	<p>Duties including but not limited to:</p> <ul style="list-style-type: none"> a. Line manage grounds staff and caretaker b. Manage minor property maintenance and development planning c. Oversee grounds works d. Liaise with contractors on site e. Allocate keys to staff and contractors f. Set up new users on, and remove leavers from, the alarm system g. Oversee facilities hire to external groups, agreements and income
4.	Human Resources	<p>Duties including but not limited to:</p> <ul style="list-style-type: none"> a. Supervise business centre and front office staff including the delegation of administration work when required b. Manage the support staff appraisal system c. Complete professional development process with Business centre staff d. Line management of the canteen staff and services e. Maintain and ensure good employer relations with staff as required

Duties	
	f. Maintain up to date knowledge and understanding of HR issues including collectives and legislation
5.	General Administration Duties including but not limited to: a. Responsibility for the smooth and effective general administration of Nayland College. b. Responsible for the management of the Business Centre and Front Office administration areas.
6.	Health and Safety Duties including but not limited to: c. Ensure regular review and updating of health and safety policies d. Review and maintain appropriateness of the evacuation procedures in conjunction with the Senior Management Team e. Review and maintain appropriateness of EOTC policies and procedures in conjunction with the Senior Management Team f. Oversee Health and Safety policies and procedures

This job description may be reviewed annually at the discretion of the Principal.

Daniel Wilson (Principal)

(Employee)

Dated



Application for Appointment (Non Teaching)

Information Statement

The information you provide on this application form, along with any other information you supply, will be used by the College solely for assessing your suitability for positions for which you have applied. If unsuccessful, your information contained in this application will be destroyed on completion of the appointment process unless otherwise requested by you. If successful your personal information contained in this application will be held by and remain confidential to Nayland College. Under the Privacy Act 1993, you have the right (with certain exceptions) to request access to, and correction of, any personal information held by the College.

POSITION APPLIED FOR: Business Manager

PERSONAL DETAILS

Full Name:	Mr/Mrs/Ms/Miss/Other:	
Postal Address:		
Telephone Nos: Home:	Mobile:	
Email Address:		
Ministry of Education Employment No (if previously employed in the education sector):		
Date of Birth:	Gender: M/F (please circle)	Ethnicity:
Emergency Contact Name:		
Telephone Nos: Home:	Mobile:	
Are you a New Zealand Citizen/Resident* or do you hold a Work Visa/Permit*? (*Please circle as applicable. Relevant documents must be sighted.)		
Any other personal details relevant to your application for appointment:		

CURRICULUM VITAE

Please ensure your CV contains (or include on separate sheets) the following:

1. A recent photograph.
2. An outline of relevant qualifications and experience, including your current position.
3. The strengths and abilities you would bring to this position.
4. Extra-curricular activities with which you may be willing to assist.

REFEREES

Please provide the names and addresses of two referees who may be contacted to provide information to support your application.

Name:

Address:

Phone:

Relationship:

Name:

Address:

Phone:

Relationship:

DECLARATION

Please describe any injury or illness, or other known conditions, you have that may affect your ability to effectively carry out the duties and responsibilities of the position:

Have you ever been convicted of any offence against the Law (apart from minor traffic convictions ie. speeding ticket) or otherwise know of any reason you should not be employed to work in the school environment? YES / NO (please circle)

If YES, you may be asked to provide a copy of the relevant court records and be asked to comment further.

- I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in my application for this position and in my CV is true and correct. I understand that this may be verified and that failure to provide correct and true details of any conviction may make me liable for dismissal from the employment of the Board of Trustees.
- I give Nayland College permission to seek information about my employment and personal background from nominated referees. I understand that this information will be treated in complete confidence, and only used for staff selection purposes.

Applicant's signature:

Date:

Closing date: 26 June 2017