

POSITION DESCRIPTION

School Executive Officer

Reporting to:	Principal
Functional Relationships:	School Board, Senior Leaders, Teaching and Non-Teaching Staff, Students, Parent, Community and Outside Agencies.
Terms	As per the Support Staff in Schools Collective Agreement
Hours:	40 hours per week/52 weeks per year
Salary Grade/Step:	Grade Administrative 7, Step 1

Core Competencies for Staff:

<p>Participating and Contributing – demonstrates the ability to respond appropriately as a group member and to make connections with others.</p> <ul style="list-style-type: none"> • Supports and models the school’s value at all times • Displays integrity and takes responsibility for own actions • Understands the concepts of work/life balance • Identifies and participates in learning opportunities as appropriate for personal development • Accepts and manages personal responses to change in a positive manner • Works collaboratively as a team member

Responsibility	Key Objectives	Expected outcomes	Self-Review Against Delivery of tasks
1. Compliance with the school's charter and policies	All school policies are available on SchoolDocs (Username: rutherford college, Password: kotuku). Policies are read and understood.	<ul style="list-style-type: none"> • Positive professional relationships with all staff members are maintained. • Contact with students is on a strictly professional basis with the physical and emotional safety of students being of paramount importance. • The efficient operation of school administration is supported. • The hours of work as arranged with the principal are strictly followed. 	<ul style="list-style-type: none"> •

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Strategic Operations and Facilities Management	Direct the development and implementation of 5-year and 10-year property plans; oversee major building projects from design to completion; coordinate with the Ministry of Education (MOE) for funding and compliance; and manage cyclical maintenance	A safe, modern, and MOE-compliant campus environment that supports educational excellence through proactive asset management	•
Human Resources & Personnel Leadership	Lead the recruitment, induction, and daily management of support staff; execute a performance management framework, including annual appraisals; ensure compliance with collective agreements and legislative requirements (e.g., police vetting); and coordinate staff professional development.	A highly effective, well-utilised support team and a positive, compliant workplace culture	•
Financial Management & Fiscal Governance	Supervise daily financial operations, including P&L tracking, cash flow, and working capital; lead budget preparation in collaboration with the Accounts Manager; and coordinate with auditors and external accounting agencies.	Long-term financial sustainability and absolute fiscal transparency through accurate, real-time reporting to the Principal and BOT	•
Payroll & Contract Administration	Monitor payroll (EdPay) systems to ensure accurate staffing data and zero banked staffing balances; review and negotiate all school service contracts (IT,	Accurate, timely payroll processing and optimised operational cost-efficiency through strategic procurement.	•

	cleaning, utilities, leases)		
Business Development & Marketing	Cultivate new business partnerships to diversify funding; manage grant applications; support the school foundation and alumni engagement; and contribute to the School Marketing Committee to enhance branding.	A strengthened community profile and increased revenue from non-governmental streams to fund specific college projects.	•
Governance Support & Issue Prioritisation	Attend monthly BOT meetings to provide expert financial and operational counsel; assess and remedy daily operational issues based on their impact on core school functions.	High-level strategic support for the Senior Leadership Team, ensuring the school operates as a cohesive, goal-oriented organisation	•
Professional development.	<ul style="list-style-type: none"> • Other relevant networks are established. • Areas for specific professional development are identified and pursued. 		•
Other	<ul style="list-style-type: none"> • Any other duties as deemed appropriate by the Principal 		•

Signed:

Principal

Employee

Date: