



JOB DESCRIPTION

International Department Administrator

Reports to: International Student Director

Purpose of position:

- To provide excellent administrative support to the International team on a part-time basis.
- To ensure that the administrative processes of the International Department are undertaken accurately and efficiently.
- To seek process improvement wherever possible.

Hours of work:

- This is a permanent, part-time position.
- 20 hours per week, 52 weeks per year inclusive of annual leave.

Terms of employment:

- As per the Support Staff in Schools Collective Agreement 2022-2024.
- This position is graded Admin Grade 4.

Delegations and Authorities:

- None

Relationships:

Internal	External
International Director	Host families
International Dean	Natural parents
Homestay Manager	External providers
Business Manager	Education agents
Accounts	
Staff	
International Students	

Person specification:

- Experienced administrator who is familiar with the Microsoft Office suite and Google Docs
- Attention to detail
- An understanding of the international student environment
- Excellent communication skills, written and oral
- Ability to engage well with, and empathise with, teenagers
- Ability to work independently and to use good judgement
- Energy, initiative and the ability to problem solve
- A sense of humour and ability to think on their feet
- Empathy with Wellington High School's WERO
- Work in ways which are consistent with Te Tiriti o Waitangi

Desirable

- Ability to speak a second language, preference for Chinese or Vietnamese.
- Full drivers licence

Key Tasks:

- Manage the process of student visa renewals and variations for current students
- Manage insurance claims for students
- Manage recording and receipting all international payments in e-school
- Manage homestay payments in e-school
- Assist with processing of homestay police vetting
- Preparing emergency contact lists each term
- Assist with managing the homestay vetting schedule
- Assist with monitoring the process of approval for student travel
- Assist with event planning and implementation
- Assist with input of new data into e-school
- Manage upgrading and updating the International Department information boards
- Update/manage content of international school website
- Promotion of international programme through school media
- Any other administrative duties as required.

Employee name:**Line manager:****Date:**

Employee Signature:	
Approved by:	
Date Approved:	
Reviews:	