



Christchurch Girls' High School | Te Kura o Hine Waiora

Manaakitanga Whanaungatanga Aroha Rangatiratanga

Te Whakatūranga o Mahi

POSITION DESCRIPTION

Arts Coordinator

Reports to	The Principal Business Manager
Responsible to	HOD Drama HOD Music HOD Visual Arts
Functional Relationships	Senior Leadership Team HODs of Drama, Art, Music Students Teaching Staff Administration Staff
Position details	Permanent, Part-time

Responsibilities

As a key member of our staff, the Arts Coordinator will lead with our values:

Manaakitanga

Leading with moral purpose

Whanaungatanga

Leading by building and maintaining authentic relationships

Aroha

Leading with empathy and understanding

Rangatiratanga

Leading with Mana and empowering others

The purpose of this role is to provide comprehensive administrative support across the Arts Learning Area. Key responsibilities include word processing, data entry, and distributing information as required. The position also involves preparing and collating materials, photocopying, filing, organising resources, maintaining tidy workspaces, and undertaking general administrative duties to support the effective operation of the Arts Learning Area.

Personal Attributes |

Kā Āhuatanga Whaiaro

- Strong and effective interpersonal and communication skills
 - An ability to think laterally and to problem solve
 - Strong administration and organizational skills with the ability to prioritise
 - Demonstrates strong attention to detail and consistently produces high-quality, accurate, and professionally presented documents
 - Ability to work independently and collaboratively in a team
 - Competent digital skills eg. Microsoft suit, Google Docs, etc
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Primary Objectives | Whāinga

- Accurate and timely administrative support for the Arts Learning Area.

Key Accountabilities | Ngā Takohanga

Key Tasks	Key Objectives
Administration	<ul style="list-style-type: none"> • Action any clerical duties required by HODs eg. filing, organising resources, maintaining tidy workspaces, etc • Action all photocopying in a timely manner • Collate material and distribute as required • Ensure appropriate persons are given pertinent information • Assist with any word processing or data entry work •
Relationships	<ul style="list-style-type: none"> • Work with personnel in a friendly, helpful and professional manner • Maintain good working relationships
Te Tiriti o Waitangi partnership	<ul style="list-style-type: none"> • Ensure culturally responsive practice and understanding of Aotearoa New Zealand’s cultural heritage, using Te Tiriti o Waitangi
Financial Assets	<ul style="list-style-type: none"> • Effectively and efficiently uses available financial resources and assets, within delegated areas of authority
Community	<ul style="list-style-type: none"> • Contribute to building a positive culture across the school with a connected, engaged, caring and supportive community • Develops and maintains positive respectful relationships with students, staff, whānau and the wider community • Communicates effectively and establishes good communication processes within the school and with the community
Contribution to School Life	<ul style="list-style-type: none"> • Engage actively in implementing and fulfilling the obligations of the school strategic and annual plan • Contribute to and participate in the corporate life of the school, school-wide co-curricular activities, extra-curricular activities, and events
Safeguarding	<ul style="list-style-type: none"> • Undergo Police vetting • Adhere to and implement relevant policies, practices, and procedures for safeguarding
Health and Safety	<p>All staff are expected to</p> <ul style="list-style-type: none"> • Implement and adhere to all safe work practices and procedures in accordance with the school Health and Safety Policies • Monitor and take care of the health and safety of others within your areas of responsibility and report any hazards in accordance with school procedures • Participate as required in the resolution of Health and Safety issues and training as required
Staff Expectations	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Always conduct themselves with professionalism and adhere to the school policies and procedures • Promote the vision and values of Christchurch Girls’ High School Te Kura o Hine Waiora and be an advocate for the school and our students in the community
General	<ul style="list-style-type: none"> • Undertake specific responsibilities and duties at the discretion of the Principal Tumuaki.

Arts Coordinator

Name: _____

Signature: _____

Date: _____

Principal | Tumuaki

Name: _____

Signature: _____

Date: _____