

# KAIKORAI VALLEY COLLEGE



## APPLICATION FOR EXECUTIVE OFFICER

| Position applied for                       | Location                              |
|--|---------------------------------------|
| Executive Officer<br>Full Time / Permanent | Kaikorai Valley College, Years 7 – 13 |

Preferred title: Mr/Mrs/Ms/Miss/Other

| Surname/Family Name | First Names (in full) |
|---------------------|-----------------------|
|                     |                       |

| Full Postal Address |
|---------------------|
|                     |

| Contact Telephone Number |           |            |
|--------------------------|-----------|------------|
| Private:                 | Business: | Cellphone: |

| Date of Birth | E-mail Address |
|---------------|----------------|
|               |                |

| Current Position | School / Business |
|------------------|-------------------|
|                  |                   |

Please tick the appropriate response:

|  |                              |                             |
|--|------------------------------|-----------------------------|
| Are you a New Zealand citizen?           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If not, do you have resident status, or  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| A current work permit?                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you ever had a criminal conviction? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If "Yes" please detail:                  |                              |                             |

Have you ever received a police diversion for an offence? Yes ☐ No ☐  
If "Yes" please detail:

Have you been convicted of a driving offence which resulted in temporary or permanent loss of license, or imprisonment? Yes ☐ No ☐  
If "Yes" please detail:

Are you awaiting sentencing/currently have charges pending? Yes ☐ No ☐  
If "Yes" please state the nature of the conviction/cases pending:

In addition to other information provided, are there any other factors that we should know in order to assess your suitability for the appointment and your ability to do the job? Yes ☐ No ☐  
If "Yes," please elaborate:

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to? Yes ☐ No ☐  
If "Yes," please detail:

Do you have a current driver's license? Yes ☐ No ☐  
Licence Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**Please Note:**

- You may be asked to provide a copy of the relevant Court record(s) obtainable from the Registrar of the Court concerned.
- Failure to provide true and correct details of any conviction or reason for unsuitability will make you liable for dismissal from the employment of the Board of Trustees, should you be the successful applicant.

**Privacy Act Statement**

I agree that the Board of the School or its agents may make written or verbal inquiry regarding my suitability for this position from my nominated referees, and/or previous employers, and/or other persons, and/or institutions deemed necessary to satisfy the Board as to my suitability for the position as stated at Kaikorai Valley College.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# Instructions for Applicants Executive Officer



## Instructions for Applicants:

1. Applications for this position close on Wednesday, 11 February 2026 at 5.00pm. The starting date for the position is Tuesday, 28 April 2026.
2. The hours are full-time, permanent (52 weeks per annum)
3. The position description or tasks being asked of the Executive Officer are given in a separate document that will be included in this job package. Please ensure that you read through this before applying.
4. Actual daily working hours will be eight hours per day, between 7.45am and 5.00pm (flexible) Monday to Friday. Additional hours may be required from time to time to cover peak workloads.
5. All inquiries are to be directed to Jatin Bali, Principal, [jabali@kvc.school.nz](mailto:jabali@kvc.school.nz). Job packages are available from the EA by emailing [kamolloy@kvc.school.nz](mailto:kamolloy@kvc.school.nz) or from our website
6. Applications to be emailed to [jabali@kvc.school.nz](mailto:jabali@kvc.school.nz).
7. Your application should consist of the following items:
  - The attached application form signed and dated.
  - A cover letter of application.
  - A curriculum vitae containing at least the following information:
    - Biographical details
    - Details of training and experience, and any other employment history
    - Other relevant experience and/or expertise
    - Any other information you feel may assist the selection panel in making its decision.
  - Names and contact addresses/phone numbers of up to three people who have agreed to act as referees on your behalf. Please ensure they can comment on your ability to do this job (previous employers). Ensure that they know they have been nominated and that you authorise them to disclose information about you to the Board or its agents for the purpose of determining your suitability for the advertised position, should we choose to contact them.

All appointment procedures shall adhere to the Kaikorai Valley College Equal Employment Opportunities Policy, which is designed to ensure that no irrelevant factors are considered during the appointment processes, and the Kaikorai Valley College Appointments Policy. The Board or its agent may make inquiries to previous employers, other persons, or institutions deemed necessary to satisfy the Board/Principal as to the suitability of the applicant for the advertised position.

As a condition of employment, the successful applicant appointed to a role at Kaikorai Valley College will be police vetted.

Proposed timeline for appointment of Executive Officer.

1. Advertisement placed on Seek on Thursday, 29 January 2026.
2. Closing date noon, Wednesday, 11 February 2026 at 5.00pm.
3. Short-listing candidates and interviews likely to take place on Monday, 16 and Tuesday, 17 February 2026.
4. All candidates will be notified at the conclusion of the interview process.
5. New appointment begins on Tuesday, 28 April 2026.



# Executive Officer

## About Us

Kaikorai Valley College is a Co-Educational school in Dunedin. We are seeking a dynamic, adaptable, and high-energy individual to serve as Executive Officer. This is a great opportunity to contribute meaningfully to the school's operations and to work closely with the Principal, Board, and the wider school community to drive strategic outcomes.

## About the Role

As Executive Officer, you will play a key role in the school's day-to-day operations, overseeing finances, human resources, property, and support staff. You will support the Principal and Board with financial administration and oversight and manage support staff. This is a full-time, permanent position.

Start date: Tuesday, 28 April 2026.

## Key Responsibilities

- Financial Management: Oversee financial operations, budget preparation, and reporting to the Board.
- Human Resources: Maintain HR records, coordinate recruitment, manage payroll, and manage support staff.
- Governance Support: Work closely with the Board Secretary and Board members.
- Systems Improvement: Identify opportunities for process improvements across school operations.
- Property oversight.

## What We're Looking For

- Experience in Finance, HR, and Administrative Support, with experience in schools or similar environments.
- Strong interpersonal skills, adaptability, and the ability to manage multiple tasks.
- Ability to work well under pressure and a can-do attitude.

## Prerequisite

- A Police Vet is required before commencement of employment.

## What We Offer

- A dynamic and supportive working environment.
- An opportunity to make a meaningful impact in a school that values continuous improvement.
- A competitive salary aligned with the Support Staff in Schools' Collective Agreement, with a salary range of \$99,548.00 - \$105,227.00.

## How to Apply

Please apply by clicking the quick apply or by completing the application form and submitting your CV and cover letter to [principal@kvc.school.nz](mailto:principal@kvc.school.nz).

Applications close on Wednesday, 11 February 2026, at 5.00pm.

- The **Executive Officer** is expected to set professional goals and participate in performance management discussions with the Principal to identify strengths, highlight issues needing assistance, and confirm professional goals.
- **Performance** will be reviewed with respect to the effectiveness with which the key roles outlined in this Job Description are performed.
- **Tenure:** 52 weeks including four weeks' annual leave, as outlined in the Support Staff in Schools' Collective Agreement/Individual Employment Agreement.
- **Hours of Work:** 8.00 am - 5.00 pm (occasional times that work outside these hours may be required to complete the tasks outlined in this Job Description.)
- **Terms of Employment:** As outlined in the Support Staff in Schools' Collective Agreement/ Individual Employment Agreement.
- **Remuneration Review:** Annually, as outlined in the Support Staff in Schools' Collective Agreement/ Individual Employment Agreement.



## Position Description

|                                 |   |
|---------------------------------|---|
| <b>Position</b>                 | Executive Office  |
| <b>Reports to</b>               | Principal and Board   |
| <b>Functional Relationships</b> | With the Principal as CEO and the Board Presiding Member  |
| <b>Key Object: Outline</b>      | <p>To manage Support Staff and administer the resources of the School</p> <p>The Executive Officer is responsible to the Board through the Principal for activities related to the management of Financial, Property, and Support Staff.</p> <p>The Executive Officer's duties and tasks span a wide range of responsibilities. Many of these functions require both confidentiality and discretion.</p> <p>Other requirements of this position include working with the public sector and maintaining an open line of communication with teaching and support staff.</p> <p>The Executive Officer will comply with all Board Policies and Procedures and Ministry of Education guidelines.</p> <p>Due to the seniority of the position, two months' notice of resignation is required unless otherwise negotiated.</p> |

| No. | Main Task | Details Aspects  | Outcomes   |
|-----|-----------|--|--|
| 1.  | FINANCIAL | <ul style="list-style-type: none"> <li>• Liaise with the Principal, Board, and the school's accounting provider over the financial control and management of the school's accounts.</li> <li>• Administer the Board's operational funding.</li> <li>• Analyse bank statements to ensure that there are sufficient funds available to meet monthly commitments.</li> <li>• Oversee the collation, distribution, signing, coding, and data inputting of all invoices.</li> <li>• Provide regular reports to the Board Finance committee and Board.</li> <li>• Provide advice to the Board on financial reports and clarify as requested.</li> <li>• Oversee and assure A/cs Payable and A/cs Receivable processes</li> <li>• Raise, code, and counter-sign Direct Debits and Automatic Payments. Be an authoriser for Internet payments and bank transfers</li> <li>• Oversee the commercial activities of the School - stationery, hire of equipment and facilities.</li> <li>• Process creditors' payments.</li> <li>• Prepare budgets (Annual) and cash flow forecasts.</li> <li>• Present a yearly Budget to the Board.</li> <li>• With Board approval, invest surplus funds at favourable terms:</li> <li>• In conjunction with the Principal, monitor expenditure against budget allocations.</li> <li>• Provide budget holders with regular information on budget expenditure.</li> <li>• Check and sign all GST/PAYE returns and any other compliance forms as required.</li> <li>• Liaise with the Board, Accounts provider, and Auditor re the annual audit as required.</li> <li>• Develop and advise the Principal and Board on financial policy as required.</li> <li>• Follow agreed procedures for delegated authorities - not to contract on behalf of the Board or School outside agreed guidelines.</li> <li>• Board Member of the Finance and property sub-committees, provides financial reports/support to Special Needs and International Committees.</li> </ul> | <ul style="list-style-type: none"> <li>• All financial matters are correctly administered and set</li> <li>• procedures are followed in each particular task in a timely manner.</li> <li>• Ensure income and expenditure are contained within the</li> <li>• Budget and those variances that are significant and inconsistent with normal practice are reported.</li> <li>• All financial matters are correctly administered and set</li> <li>• procedures are followed in each particular task in a timely manner.</li> <li>• School facilities are hired out to produce an income, not a loss; ensure that the hire charges are costed, billed out to the user, and recovered.</li> <li>• Creditors are paid in a timely manner with support documentation generated and distributed.</li> <li>• Completes an accurate Budget within an appropriate timeframe.</li> <li>• Surplus funds are invested at rates that are favourable to the school while at the same time ensuring that the funds are secure.</li> <li>• Ensure that expenditure is within budget allocations.</li> <li>• Provides budget holders with regular information on budget expenditure.</li> <li>• Meets IRD requirements.</li> <li>• The annual audit is completed accurately within agreed time frames.</li> <li>• Meets legislative requirements.</li> <li>• Follows guidelines for delegated authorities.</li> </ul> |

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| 2. | PAYROLL                  | <ul style="list-style-type: none"> <li>• Collate and complete fortnightly pay amendments online or by email to Edpay.</li> <li>• Advise Edpay of any changes, e.g., staff members, rates, payment arrangements, addresses, and attend to any queries.</li> <li>• Review draft payroll schedules (SUE Reports) and ensure all amendments are processed.</li> <li>• Record Banked Staffing data and liaise with the Principal to ensure staffing limits are within budgets and approved staffing establishments.</li> <li>• Co-ordinate with the staff member responsible for relief staff information to be forwarded to Edpay in a timely fashion.</li> <li>• Record, reconcile, and collect any staff advances in a timely manner.</li> <li>• Process end-of-year and start-of-year information for Edpay.</li> <li>• Assist new staff with the completion of appropriate paperwork to upload them into Novopay</li> </ul> | <ul style="list-style-type: none"> <li>• Payroll coding is accurate, and queries are followed.</li> <li>• Banked Staffing runs within the required budget.</li> <li>• Payroll deadlines are met.</li> <li>• All advances are recovered promptly</li> <li>• New Staff are paid on the correct date and rate.</li> </ul>  |
| 3  | STAFF SUPERVISION        | <ul style="list-style-type: none"> <li>• Arrange, supervise, and delegate duties and tasks as appropriate. (ie, Teacher Aides/ Tech Assistants, etc.).</li> <li>• Communicate with all Support Staff through delegated authorities.</li> <li>• Manage the recruitment and training process for new non-teaching Support Staff.</li> <li>• Ensure continuity through effective staff management.</li> <li>• Manage the Support Staff Appraisal system, appraising direct and liaising with the relevant HODs.</li> <li>• Promote and support appropriate professional development for Support Staff.</li> <li>• Manage Support Staff meetings and work through outcomes, compile agenda, and process minutes.</li> </ul>   | <ul style="list-style-type: none"> <li>• Clear lines of delegation and supervision of duties and tasks are maintained to ensure the smooth running of the School.</li> <li>• Staff are kept informed and are given directions as required.</li> <li>• The requirements and deadlines of the school are adhered to.</li> <li>• Support Staff undertake appropriate professional development.</li> <li>• Support Staff meet to share ideas. Agenda, minutes, and reports are kept in a manner accessible to all Support Staff.</li> </ul>   |
| 4  | INFORMATION TECHNOLOGY   | <ul style="list-style-type: none"> <li>• Work with the IT manager and other relevant staff in ensuring ICT in the school is well-resourced and maintained.</li> <li>• Ensure there is adequate funding within the school budget for replacement and maintenance of the ICT systems and equipment.</li> </ul>  | <ul style="list-style-type: none"> <li>• Ensure all funding available is utilised fully where necessary.</li> <li>• Ensures that resources are ordered.</li> <li>• Ensure there is adequate funding within the school budget</li> <li>• Ensure the School's daily technical operation runs smoothly with minimal or no disruption.</li> </ul>   |
| 5  | PROFESSIONAL DEVELOPMENT | <ul style="list-style-type: none"> <li>• Ensure professional standards are upheld at all times.</li> </ul>  | <ul style="list-style-type: none"> <li>• Professional development is kept up-to-date and professional, and networks are developed.</li> </ul>   |
| 6. | PROPERTY GROUNDS         | <ul style="list-style-type: none"> <li>• Oversee property staff to ensure the maintenance and general upkeep of the school grounds and buildings.</li> <li>• Participate in the planning and operation of the school's 5- and 10-year property plans.</li> <li>• Arrange and liaise with the school's Project Manager (School Support-SSL) with any property developments from concept to completion, including payment of contractors.</li> <li>• Liaise with the MOE on property and grounds matters.</li> </ul>  | <ul style="list-style-type: none"> <li>• School property is maintained in order to prolong its life.</li> <li>• All property works are carried out to ensure maximum benefit to the School.</li> <li>• Communications with the Property staff are clear and effective.</li> <li>• Any Property Developments are completed in a timely manner to the highest possible standard.</li> <li>• All communication with MOE is in a timely manner. Records of all discussions and meetings are kept on file.</li> <li>• All records/files pertaining to property are kept secure.</li> </ul> |

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|-----|--|---|--|
| 7.  | BOARD  | <ul style="list-style-type: none"> <li>Attend meetings, including the International Finance and Special Needs sub-committee meetings and others as required from time to time.</li> <li>Ensure that Board members are paid for their attendance at Board meetings. (Delegated to EA)</li> </ul>   | <ul style="list-style-type: none"> <li>Contributes to the effective functioning of the Board by</li> <li>providing accurate reports and participating in Board sub- committees.</li> <li>Board members are paid correctly and on time.</li> </ul>  |
| 8.  | INTERNATIONAL  | <ul style="list-style-type: none"> <li>Work with the International administration team to ensure that home stay and pocket money payments are made on a regular basis. (Delegated to EA)</li> <li>Work with the International administration team to ensure that any payments for student refunds are made in a timely fashion</li> <li>Pay commissions to International Agents, payments for International fairs, etc., (Bank International Transfers)</li> <li>Communicate with MOE on International Student Numbers and payment of levies.</li> <li>Work with the International administration team to ensure</li> <li>That international students are invoiced correctly.</li> </ul>      | <ul style="list-style-type: none"> <li>All International student monies are correct and processed within the Ministry of Education regulations.</li> </ul>   |
| 9.  | GENERAL  | <ul style="list-style-type: none"> <li>Advise the Board and its committees on policy or programme development for the non-teaching activities of the School.</li> <li>Maintain an up-to-date Asset Replacement Plan and Fixed Asset Register.</li> <li>Work with the relevant staff members to oversee the administration of the School's vehicles, plant, and machinery.</li> <li>Ensure full and adequate insurance cover for all aspects of the School's operation.</li> <li>Comply with all standards, policies, and legislative requirements.</li> <li>Oversee the office systems - the school's photocopiers,</li> <li>Eftpos and telephone systems. (Delegated to IT Dept.)</li> </ul> | <ul style="list-style-type: none"> <li>Computerised systems provide administrative and financial-related data.</li> <li>Policy and programme development for non-teaching activities at the School are initiated at the Board level in a timely manner.</li> <li>Up-to-date Asset Plan and Fixed Asset Register.</li> <li>Purchases are made at favourable rates and meet the needs of the School.</li> <li>Vehicles, plant, and machinery are maintained.</li> <li>Full and adequate insurance cover is maintained.</li> <li>Practice complies with all standards, policies, and legislative requirements.</li> <li>Office systems are maintained in such a manner to ensure</li> <li>the effective and efficient functioning of the School.</li> </ul> |
| 10. | <ul style="list-style-type: none"> <li>Other duties, such as may occur or change from time to time, as determined by the Principal and Board's Presiding Member, in consultation with the employee.</li> </ul> |   |  |