



Rotorua Boys' High School

Job Description

Position:	Debtors Clerk
Responsible to:	Business Manager
Functional relationships with:	Principal Principal's PA Business Manager Deputy Principals Front Office Support Staff Teaching staff Support staff Students Parents & Caregivers Debtors and creditors
Dated:	September 2022
Position term:	Permanent

School background:

Rotorua Boys' High School is a State boys' secondary school of approximately 1150 students. It is one of five Rotorua high schools and caters for students from Year 9 to Year 14. The school opened in 1914 as the Rotorua District High School before becoming Rotorua High and Grammar School in 1927. Rotorua Boys' High School evolved from these beginnings in 1959.

The school includes an off-site attached unit based in Pererika Street known as the Rotorua Activity Centre, or more commonly known as Awhina School. The School also has a 140 bed Hostel known as Tai Mitchell House.

Rotorua Boys' High School is known to many in the community as 'Raukura'. Don Stafford explains the historical background to this name.

"It has always been my understanding that 'Raukura', though literally referring to a feather or special plume, in fact conveyed a much more significant shade of meaning. In some measure those described as possessors of the 'Raukura' were of particularly significant stature. They were considered to have justified such a privilege by reason of illustrious lineage, extremely noteworthy leadership or some remarkable achievement in another field – perhaps warfare, diplomacy or unparalleled knowledge. Being considered worthy of the 'Raukura' would undoubtedly have been an accolade sought by aspiring tribal members in the past. When ultimately bestowed (by general consensus) on a deserving individual, it clearly indicated a level of excellence of the greatest merit. Academic achievement has, particularly during the 20th century, been recognised as the single most vital element in the advancement and well being of us all. I can only presume that this was clearly apparent to those of the 1920's whose efforts resulted in the establishment of Rotorua High and Grammar School in 1927. The remarkable and farsighted education endowment made by

the Ngāti Whakaue people some 40 years even before that, is evidence enough of their support of and belief in education. I have no doubt that the use of 'Raukura' was a subtle message of encouragement for all to take advantage of education, to seek excellence and thus justify the 'Raukura'."

Rotorua Boys' High School Taonga

- The concept of 'Raukura'
- The administration block
- The school's relationships with Ngāti Whakaue
- The foyer and Memorial Hall carvings
- The Trevor Nathan Sculptures "Raukura" and "Te Hokinga"
- The Roi Toia Sculpture "Tāne Raukura"
- The school magazine that carries the title 'Raukura'
- The trees that adorn the school's grounds
- The prefect system
- The house competition
- The house group system
- Tai Mitchell Hostel
- The Former Students of the school
- The 'Hall of Fame'
- The 'Pro Patria' Rolls of Honour
- The Annual Prizegiving Ceremony
- The Harwood Library
- The Ryder Gates
- The Millennium Centre

Our motto:

***"AD ASTRA PER ASPERA"
"To the stars through hard work"***

This motto is, so far as I have been able to determine, not a quotation from ancient literature. It may well have been composed by the school's foundation Principal. If so, he almost certainly had in mind the famous motto of the Royal Air Force (and the Royal New Zealand Air Force) PER ARDUA AD ASTRA, which means "Through steep ways to the stars" and makes the same suggestion as the school motto. The RAF motto was created for the Royal Flying Corps (forerunner of the RAF) in 1913; the reference to the stars was, of course, particularly appropriate for that body, but the motto as a whole was certainly intended to have the wider implication indicated above. (*Dr W.F. Richardson, Senior Lecturer in Classics, University of Auckland*).

Our motto caters for our students who come from all walks of life, and who bring with them their own special talents and needs. Our motto helps us to work with each of our students and to assist them to succeed, whilst at the same time providing them with the tools to make that success possible.

Our original Latin motto and the equivalents in both Māori and English combine together to give us as a school not only a special identity, but also a common purpose.

***"WHĀIA TE ITI KAHURANGI"
"Aim high despite all difficulties"***

Our vision is:

To become the outstanding Boys' High School in New Zealand

To achieve the vision, we will focus on:

- The academic achievements of our students.
- The sporting achievements of our students.
- The achievement of our students in cultural activities.
- The development of leadership qualities of our students.
- The development of citizenship qualities in our students.

Key responsibilities and outcomes**General duties**

- Attend meetings with the Business Manager and/or Principal as required.
- Assist the Business Manager and/or Principal in special assignments as required from time to time.
- Personal appearance – A reasonable standard of dress and presentation is required.
- Support Te Ao Māori and celebrate the success of young Māori achieving success as young Māori.
- Support Rotorua Boys' High School as a high performing school where academic excellence, sporting achievement and participation in a range of quality cultural endeavours are emphasised.

Role specific duties

- Manage Student/Parent Counter for payments and general enquiries.
- Receive and receipt all school income.
- Liaise with teachers/staff for all class/subject/sports fees.
- Provide reports for staff of funds received for trips.
- Enter charges for student accounts as required.
- Bank reconciliation completed daily.
- Ensure student Kamar charges are kept up-to-date and valid.
- Ensure Kamar balances to Xero daily, especially in relation to International Students, Student Credit Balances, Hostel Students, Cash Deposits and iPad payments.
- Check and receipt daily cash/EFTPOS takings from Reception, Student/Parent Counter, Shop and Canteen.
- Ensure all monthly reports completed and balanced within three (3) working days of the new month and submitted to Business Manager.
- Manage all floats to ensure they always balance (Reception, Shop, Student Counter)
- Manage the iPad scheme, including payments and overdue accounts.
- Any other requests as discussed with the Business Manager.

Creditors

- Liaise with Creditors Clerk re student refunds and any payment discrepancies in the main bank account.

Office

- Assist the office as required, including the answering of the telephone overflow.

End of Year

- Ensure all Kamar end of year reports balance to Xero and are printed for the Business Manager prior to loading any payments for the New Year.
- Ensure all Kamar start of year journals are processed and balanced to Xero by 31 January (Hostel, International, Student Fees in Advance).

Professional Development

- Seek ongoing professional development.
- Meet annual objectives set and agreed upon with the Business Manager.

Person specifications

Essential requirements:

- High standard of personal presentation, including suitable office attire.
- High degree of professional skill.
- Friendly and helpful manner.
- Excellent communication skills.
- Be motivated and outcome focused.
- Understand the position comes with a high degree of confidentiality.

<hr/> Signed by	<hr/> Date
<hr/> Signed by A.C. Grinter on behalf of the Board of Trustees	<hr/> Date