



WESTMOUNT
SCHOOL

Learning Centre Administrators

- *Learning Centre support in progressive education environment*
 - *Varied and exciting role for an energetic person*
 - *Permanent, part-time roles across eleven campuses **
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Westmount School is a Year 3-13 independent special character school with an innovative approach to education, priding itself on having excellent facilities, motivated students and a supportive community behind it. With 11 campuses across 16 sites, Westmount delivers the full New Zealand curriculum within a progressive culture.

We are seeking to appoint an energetic Learning Centre (LC) Administrator with strong organisational and relationship skills to join us at each campus, to provide support to the experienced and dedicated teaching team. This is a permanent, part-time role (term-time only).

Key Elements of the Role

- Managing the LC in an efficient and organised manner
- Supervision of assessments to a NZQA standard, and supporting the campus's NCEA coordinator
- Providing support to management, teachers and students within the LC
- Assisting with all IT issues to ensure the smooth running of the site, including being IT savvy around programmes such as Zoom, Canvas, Education Perfect and the school's VC network
- Providing additional admin support to the teaching team and office administration team

We welcome applications from candidates who meet the following criteria:

- High level of computer literacy and IT savvy
- Experience as a senior administrator in a busy working environment
- Personable, patient and caring individual with a positive attitude towards children
- Professional manner and excellent organizational skills

The successful candidate will also have at least three years' administrative experience, with demonstrable success in relationship skills, a positive, can-do attitude, be highly organised and methodical, and possess excellent verbal and written communication skills. A confident manner is essential.

Applications close: Friday, 28th July 2017

To apply in confidence, please email your CV and covering letter to Carmen Upfold at recruitment@westmount.school.nz

** Campuses - Kaipara (Maungaturoto), Waikato (Hamilton), Manawatu (Palmerston North), Taranaki (Hawera), Tasman (Nelson), Canterbury (Christchurch), Northland (Kerikeri), Hawkes Bay (Hastings), Timaru, Auckland and Wellington*

Applicants will need to have the right to live and work permanently in New Zealand. While all applications will be reviewed, only candidates who meet our criteria will be contacted.