



Office Administrator

Upper South Campus (Nelson)

- Administration support in an innovative education environment
- An exciting role for an experienced administrator with excellent organisational and relationship skills
- Permanent, full-time role based in Nelson

With eleven campuses across New Zealand, Westmount School is a Year 3-13 independent special character school. Westmount is truly unique – delivering the New Zealand curriculum to over 1,700 students across 16 sites, small classes with motivated and high-achieving students, modern well-equipped learning spaces, an innovative approach to education and a strong focus on self-directed learning.

Our Upper South Campus in Nelson is seeking to appoint an experienced Office Administrator with strong organisational and relationship skills to provide administrative support to an experienced and dedicated teaching and non-teaching team.

Key responsibilities of the role include:

- Managing the school office in an efficient and organised manner
- Providing administration support to management, teaching and non-teaching staff, and students
- Assisting with IT issues to ensure the smooth running of the site
- Invoicing and preparation of monthly accounts for payment

We welcome applications from candidates who meet the following criteria:

- A high level of computer literacy
- Experience as a senior administrator in a busy working environment
- A personable, patient and caring individual with a positive attitude towards children
- A professional manner and excellent organisational skills

The successful candidate will also have at least three years' related experience, strong relationship skills, a positive, can-do attitude, be highly organised and methodical, and possess excellent verbal and written communication skills.

For further information or to apply in confidence, please contact Sonia Burling on recruitment@westmount.school.nz

Closing Date: Friday, 27 April 2018

Please note that all applicants will need to have the right to live and work in New Zealand. While all applications will be considered, only those who meet our criteria will be contacted.

