



LEARNING CENTRE ADMINISTRATOR

Manawatu Campus (Palmerston North)

- *Providing administration support to teaching and office staff*
- *Permanent, full-time role at our brand new, modern purpose-built campus*

Do you want to join an innovative and progressive school?

With eleven campuses across New Zealand, Westmount School is a Year 3-13 independent special character school. Westmount is 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.

We are seeking to appoint a Learning Centre Administrator with strong organisational and relationship skills to join our Manawatu Campus.

Key Responsibilities:

- Managing the Learning Centre in an efficient and organised manner;
- Supervision of assessments to a NZQA standard, and supporting the campus NCEA coordinator;
- Providing support to management, teachers and students within the Learning Centre;
- Assisting with IT issues to ensure the smooth running of the site, including programmes such as Zoom, Canvas and Education Perfect;
- Providing administration support to teaching and office staff.

We welcome applications from candidates who meet the following criteria:

- High level of computer literacy;
- Experience as a senior administrator, preferably in an education environment;
- Personable, patient and caring individual with a positive attitude towards children;
- Professional manner and excellent organisational skills.

The successful candidate will 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.

Closing date for applications: Friday, 22 June 2018

Please contact Iain Longden on recruitment@westmount.school.nz

Please note that all applicants will need to have the right to live and work permanently in New Zealand.

