



## Office Administrator - Waikato

- *Admin support in progressive education environment*
  - *Varied and exciting role for an energetic person*
  - *Permanent, part-time role at our Waikato campus*
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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 on 16 sites around New Zealand, Westmount delivers the full New Zealand curriculum within a progressive culture.

### About the Role

We are seeking to appoint an energetic Office Administrator with strong organisational and relationship skills to join us at our Waikato campus in Eureka Road, to provide support to the experienced and dedicated teaching team. This is a permanent, part-time role (25 hours a week) for term times only.

### Key Elements of the Role

- Managing the school office and assisting in the Learning Centre in an efficient and organised manner
- Providing secretarial and admin support to management, teachers and students
- 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 video conferencing network
- Invoicing and preparation of monthly accounts for payment
- Supporting the supervision of assessments to a NZQA standard, and supporting the campus's NCEA coordinator
- Providing support to management, teachers and students within the LC

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.

Application close Friday, 23<sup>rd</sup> March 2018.

To apply in confidence, please email your CV and covering letter to Carmen Upfold at [recruitment@westmount.school.nz](mailto:recruitment@westmount.school.nz).

***Please note that all applicants will need to have the right to live and work permanently in New Zealand, and that, while all applications will be reviewed, only candidates who meet our criteria will be contacted.***