

# WE'RE HIRING!

## Office Administrator

Our wonderful Emma is finishing at Matua School in the middle of Term 2! So, we are seeking an enthusiastic and motivated Office Administrator to join our vibrant school.

You will work in a supportive, energetic and friendly team environment and be a first point of contact for our school community. The role requires a 'people person' who can problem-solve, prioritise and multitask effectively.

Our ideal candidate must have:

- excellent English proficiency - written and verbal communication
- attention to detail
- excellent interpersonal and communication skills
- a high level of professional integrity and confidentiality
- a high level of digital literacy and a willingness to learn new online systems
- office and administration experience
- knowledge of Te Reo Māori, including correct pronunciation of names and greetings. A willingness to develop in this area is expected.

Previous work experience in a school office, with ENROL and HERO knowledge will be an advantage. Training will be provided.

You will love children and enjoy their company. You will welcome and support parents and visitors, enrol new students, and answer phone calls and email enquiries. Your responsibilities will include attendance, newsletter, social media and website communication, first aid and general support.

The ability to learn on the job and problem-solve is a must! A high level of confidentiality is essential for working within a school environment.

Permanent, part-time position of approximately 35 hours per week, 40 - 42 weeks per year during term time.

Hours - 8:15 am - 3:15 pm Monday to Friday

To complete your application, please:

1. View the Job Description on the school website - [Click Here](#)
2. Complete this online form - [Click Here](#)
3. Email your cover letter and CV to [eo@matua.school.nz](mailto:eo@matua.school.nz)

Applications close Thursday, 27th March at 3:00 pm.