

## **Part Time Office Administrator - Tokomaru School**

Tokomaru School is a decile 6, Year 1-8 full primary school, located in a rural setting 20km south of Palmerston North on State Highway 57 with a roll that sits between 100-115 students.

Our office lady is retiring after an amazing 31 years of service; big shoes to fill! We are looking for a dedicated office administrator who enjoys working in a close-knit team environment supporting the needs of our tamariki, principal, staff, whanau and community.

Skills and Experience – the successful applicant will:

- Have previous office administration experience.
- Have experience with Accounts Receivable & Payable.
- Be honest, reliable, respectful, and trustworthy.
- Enjoy variety in their day.
- Work unsupervised, take direction, and show initiative.
- Have an eye for detail and quality.
- Have a high level of organisation and be able to multitask.
- Have excellent interpersonal skills with the ability to relate positively with staff and students (having already worked in a school an advantage).
- Be a competent and advanced user of Microsoft Office Software and Google Drive. Experience with eTap and Novopay an advantage.
- Be a team player who is professional and maintains confidentiality.
- Knowledge and use of basic Te Reo Maori greetings an advantage.
- A current First Aid certificate an advantage.

Responsibilities of the role include:

- Reception and administration duties.
- Welfare and support of students.
- Management of student information and attendance via eTap and ENROL.
- Communication and social media.
- Implementation of school documents/policies and procedures.
- Administrative support for Principal, Board and staff.
- Payroll and accounts via Novopay/EdPay and Education Services.

This is a permanent, part-time position for 30hrs per week, Monday to Friday in school term time only. Additional hours during school holidays to be negotiated as needed.

Applications close 4pm Friday 9<sup>th</sup> July 2021. For an application pack please email the Principal, Sonia Mudgway - [principal@tokomaru.school.nz](mailto:principal@tokomaru.school.nz)