

## **Maunu School Office Assistant**

### **General Information:**

The ideal candidate will pride themselves on being:

- Professional in appearance and performance
- Friendly and welcoming - with great people skills
- Ability to relate to people from a wide range of backgrounds, cultures and age groups
- A clear and effective communicator

As the role is that of being part of the school administration team, we require someone with strong computer skills, a high level of accuracy and attention to detail, excellent time management and organisational skills.

It is essential that you are a team player as our front office team work as one - with individual roles and covering each other as required.

This is a permanent position, working between 27 and 34 hours per week (negotiable) and is school term time only plus 2 additional days each term break. Hours are 8.30am - 3.15pm.

The successful applicant will have:

- Proven experience in a reception environment or similar
- An excellent personal and phone manner with a friendly, professional attitude, able to liaise with people of all ages and ethnicities;
- A high degree of computer literacy and competence (Google suite preferably);
- Good common sense and a willingness to identify and take on any task which may be needed;
- A calm, unflappable nature and the flexibility to work additional hours and days if the need arises;
- The skills to be a quick learner with excellent attention to detail who is task orientated and able to enter data quickly and accurately.
- First Aid knowledge is required as this position is the first point of contact for any students with illness or injury. Current First Aid certificate preferable.

If you are looking to work in a fun and busy environment and have the required skills and experience, we encourage you to apply.

Apply by emailing Carolyn Boyce-Bacon (Office Administrator), [office@maunu.school.nz](mailto:office@maunu.school.nz) by 5pm on Friday 28 February.

### **Timeline:**

- Advertised on school website (15 Feb), Northern Advocate (15 & 19 Feb) and Job Line
- Applications close 5pm Friday 28 Feb
- Shortlisting by 6 March
- Interviews 12 & 13 March
- Successful applicant notified 16 March
- Start date: 6 April if possible, otherwise 28 April (start of term 2)