

NORMANBY SCHOOL OFFICE MANAGER

Normanby School is seeking an experienced and highly organised Office Manager who enjoys working with children, staff and parents within a positive team environment.

As our School Office Manager you will need to provide quality reception and information services to our community, must have excellent communication skills, a positive, solution focused attitude and be a competent user of information technology. Familiarity with student management systems, Google applications, Microsoft suite and EdPay would be advantageous to your application. The role involves undertaking a range of administration tasks and, at times, dealing with the public face of the school. You will need to demonstrate flexibility, initiative and adaptability in a diverse and inclusive environment. The Office Manager will advise and support the Principal and Board in the management of the school office and administrative services.



This is a permanent, part-time role, from Monday to Friday 8.15am- 3.30pm, term time only. You will be required to be Minute Secretary at school Board meetings and available to work some days during school holiday periods.

Pay Scale: In accordance with the Support Staff Collective Agreement ([Support Staff in Schools Collective Agreement](#)). Grade 4, Step 9-13, depending on qualifications and experience.

Our ideal candidate will bring the following skills and attributes:

- Friendly and welcoming
- Confidentiality
- Confident with ICT and experience with a student management system and EdPay
- Confidence in managing income and expenditure and supervising daily financial transactions
- A strong communicator, both verbal and written
- An expert multitasker, excellent organisational skills, can prioritise to meet time constraints, show attentions to detail, be flexible and a systems person
- Keeps the child at the centre of what we do
- Consistently calm, shows initiative and be a collaborative team player
- To effectively lead our school office so that our students, staff, board members, community and visitors receive a high quality service
- Previous experience working in an office environment is essential.

We are looking for an experienced person who believes they can fit into the culture of the school and support the school vision.

To apply for this position please submit an expression of interest and CV and complete the application form found on our school website, along with a copy of the job description: <https://www.normanby.school.nz>

If you have any queries please email: principal@normanby.school.nz

Applications close at 4:00pm on Friday 30th August 2024.