



Waterloo

SCHOOL

ADMINISTRATION MANAGER

Waterloo School is looking for an Administration Manager to join our team, starting on 25 July 2022. This is a great opportunity for a team player who is professional and dedicated to contributing to success. School experience is preferred, but not essential. This is a permanent position, term time only, working 20 hours per week. Days and times to be negotiated with the successful candidate. Commencing pay is dependent on qualifications and experience.

Playing an integral role in the day to day running of our school, you'll be responsible for student enrolments, key administration tasks, some procurement, board secretary and principal's PA tasks, working closely with the Principal, Waterloo School Board and school staff. It's a diverse role with no two days the same therefore you will need to be adaptable, flexible and prepared to jump into anything.

Key responsibilities include:

- Positively promote the school to parents, whanau and other school visitors
- Administer the enrolment processes
- Manage the administration of the school through solid processes and systems
- Utilise the eTap school management system (training provided)
- Provide support to the Principal and Board to include minute taking and administrative tasks

The successful applicant will:

- Have previous experience in a similar role
- Be approachable, enthusiastic and willing to help out
- Have empathy with young children and their whānau
- Have excellent systems and procedure experience in administration
- Have exceptional interpersonal skills
- Have impeccable written and verbal communication skills
- Be IT savvy, competent in Microsoft Word, Excel and/or Google Suite
- Be self-motivated and able to use initiative
- Have the ability to multi-task and work within set deadlines

This is an exciting opportunity to join a supportive and future-focused school. If this sounds like you and you're ready for a change, we encourage you to apply!

Please email your CV, covering letter and application form to principal@waterloo.school.nz. Applications will close at 12.00pm on Monday 27 June.