



Office Administrator

KEY ROLES

- Provide reception and support services to visitors, students and staff using our temporary school sites – currently Halswell Residential College and University of Canterbury.
- Undertake a wide range of school administrative and support tasks as negotiated and delegated within the Executive Team.
- Provide first aid and be a key part of the evacuation response team.
- Actively update and add to the team's shared desk file; update and develop this job description and add key outcomes.

PERSONAL ATTRIBUTES & SKILLS

- Establish positive and constructive relationships.
- Enjoy working with students, parents, staff and visitors.
- A welcoming and professional manner.
- A positive outlook when working under pressure.
- Adaptability, efficiency and the ability to work collaboratively as well as independently.
- Motivation and enthusiasm where every day can be challenging, interesting and varied.
- Excellent computer skills with accurate attention to detail. We use Mac computers and run Google Apps, KAMAR, MS Word and Excel.

REPORTING

- The position reports to the Executive Officer.

RENUMERATION

This role is fixed term, full time position, for 37.5 hours a week during term time only.

It is envisaged the position will:

- Start 6 February 2012 to 17 December 2012
- Hours of work from 8.30 am to 4.30 pm with a half hour lunch break

As per Support Staff in Schools Collective Agreement (SSSCA) Grade B