



## Silverdale School Office Administrator

**Are you passionate about supporting a thriving school community? Do you have exceptional organisational skills and a welcoming personality? If so, we'd love to hear from you!**

Silverdale School is a vibrant and forward-thinking primary school. We are seeking a highly motivated and experienced School Office Administrator to join our friendly and supportive team. Start date Monday 3 February 2025. Hours to be confirmed with the successful candidate.

### **About the Role:**

As the first point of contact for our school, you will play a crucial role in creating a welcoming and efficient environment for students, staff, and visitors. Your responsibilities will include:

- **Reception and Administration:**
  - Welcoming visitors and answering inquiries in person and over the phone.
  - Managing school communications, including emails, newsletters, and notices.
  - Maintaining student records and databases.
  - Assisting with enrolment processes.
  - Providing administrative support to the Principal and staff.
- **Finance and Accounts:**
  - Assisting with processing invoices and payments.
  - Assisting with school accounts and budgets.
  - Assisting with fundraising activities.
- **Health and Safety:**
  - Assisting in maintaining accurate records of student attendance and absences.
  - Assisting with first aid and emergency procedures.
  - Ensuring the school office is a safe and welcoming environment.

### **Skills and Experience:**

- Excellent communication and interpersonal skills.
- Strong organisational and administrative skills.
- Proficiency in Google's suite of online productivity tools and student management systems.
- Experience in a school environment is preferred but not essential.
- A commitment to the school's values and a passion for supporting student learning.
- Knowledge of te reo Māori me ōna tikanga is an advantage.

### **Benefits:**

- Be part of a supportive and collaborative team.
- Make a positive contribution to the school community.
- Ongoing professional development opportunities.

**To Apply:**

Please submit your CV and a covering letter outlining your relevant skills and experience to Cameron Lockie, Silverdale School Principal, [cameronlockie@silverdaleprimary.school.nz](mailto:cameronlockie@silverdaleprimary.school.nz) by Friday 20 December 2024.

**We encourage applications from individuals who are passionate about making a difference in the lives of young people.**

**Silverdale School is committed to providing a safe and inclusive environment for all students and staff. We welcome diversity and encourage applications from people of all backgrounds.**