

SCHOOL OFFICE ADMINISTRATION ASSISTANT

We are looking to recruit an efficient, organised and enthusiastic person to join our small team of administration staff who perform a vital role in our school. This is a front office position in which you will be working directly with parents, teachers and students, Mon – Fri, 8.00 – 3.30pm (term time only) and will commence Term 3, 24 July 2017 or earlier by negotiation.

School office experience preferred.

A full schedule of duties is available through our website www.wakaaranga.school.nz.

Applications close Friday 19th May at 3pm.

Please send CV together with references and covering letter to: Wendy West, Executive Officer/PA, PO Box 38-128, Howick, 2145, Auckland. Phone 09 5768205, fax 09 5769123, email:

west@wakaaranga.school.nz