



BROADGREEN INTERMEDIATE VACANCY- Admin- Receptionist Permanent Position

Broadgreen Intermediate is seeking an experienced receptionist/administrator to join our exceptional admin team. We are a dynamic school that caters for students in Years 7 and 8. Our purpose is represented in the statement, *Kia Whakamana, Kia Toa - Empowering for Life*. This is an exciting opportunity to join a highly motivated, passionate and future-focused team, committed to supporting and empowering our tamariki to achieve. The successful candidate will support the strategic vision of the kura and will uphold the vision, values and high standards of Broadgreen Intermediate by demonstrating integrity and professionalism at all times

Hours:

- This is a role that is term time only with some exceptions to be discussed
- Hours 7.45 am to 3.30 pm
- Remuneration is commensurate with experience- please refer to the Collective Agreement Administration Support Staff Pay Rates

What You'll Do:

- Greet and assist students, families and visitors with professionalism and care
- Liaise with stakeholders
- Handle calls, emails, and general admin tasks with confidence and a smile
- Support the Principal with secretarial and communication duties
- Maintain student records, enrolments, transition and databases
- Provide first aid care as needed
- Assist with a range of school communications and event coordination
- Help manage office systems, supplies, hall hire, and equipment
- Be a key player in supporting school leadership, our finance administrator and staff
- Board of Trustees -Secretary

Qualities:

- Excellent interpersonal and communication skills
- Confidence with Google Apps (Docs, Sheets, Forms, Drive, Calendar) and Microsoft Apps (Word, Excel, Publisher)
- Strong organisational and time management skills.
- A collaborative and friendly individual who will fit into our wonderful, cohesive team
- Attention to detail and a commitment to accuracy.
- Discretion and professionalism in handling confidential information.
- Previous experience in a school or education environment is preferred but not essential
- You must enjoy children and being part of a busy learning community

- A commitment to Te Tiriti o Waitangi
- A can-do attitude and the ability to multitask under pressure
- A good sense of humour

Bonus if you have:

- Knowledge of Ministry of Education systems

What we offer:

We are committed to providing a supportive and rewarding work environment with family friendly hours, where there are opportunities for professional development and growth.

- Applications close: Saturday 2nd May
- A job description is available on request
- Please send a CV with a covering letter and two recent referees to mrangiua@broadgreen.school.nz
- Position starts 12th May (to be confirmed with the successful candidate)
- For a job description please contact the Principal- Megan Rangiua mrangiua@broadgreen.school.nz