



School Secretary Vacancy

Pekerau School is a vibrant, bicultural school located in Te Awamutu. We are looking for a secretary to come and join our team of professionals.

About the Role

You will be the first point of contact for our parents, whanau, and visitors to our school, so we need you to have a positive, friendly and professional manner with the ability to relate well to a wide range of people- especially our students. Schools are incredibly busy places so you need to be flexible and calm under pressure. You need to have good computer skills, be competent using google docs, Microsoft suite, enrol and etap or have a willingness to learn. You'll have a clear, friendly telephone manner and attention to detail. The successful applicant will have all of these qualities!

Duties involve, but are not limited to:

- Greeting students, whanau, visitors, guests
- Answering incoming telephone calls & responding to queries
- General administrative duties using Google Docs and MS suite
- Maintaining enrolment & student records using eTap and ENROL
- Monitor student attendance & maintain records
- Providing first aid to students as necessary
- Some light kitchen duties
- Personal Assistant to the Principal as needed

Previous experience would be an advantage, but not necessary for the right applicant.

How to Apply

Request our application form and return with your cover letter and CV no later than 3pm on Friday 3 August 2018 to principal@pekerau.school.nz.

Learn about our school by checking our School website www.pekerau.school.nz/ and Facebook page www.facebook.com/pekerauschool/