



2 office roles at Turaki School in 2025

- **#1 Office Administrator/receptionist**
- **#2 Finance Administrator**

Turaki School is seeking a skilled **Office Administrator/Receptionist** and an experienced **Finance Administrator** who bring energy, enthusiasm, and a friendly demeanor to our bustling office.

These unique administrative roles are set in a progressive school with a vibrant community and supportive staff. Both positions primarily follow the school term schedule, from 8:30am to 3:30pm, Monday to Friday, (30 hours per week) starting on Tuesday, January 28, 2025. Training will be arranged prior to the start date upon appointment.

Terms and conditions of employment are covered by the Support Staff in Schools Collective Agreement based on experience and any relevant qualifications.

To be considered for these role you will have:

- Amazing 'front of house' manner that is welcoming and supportive of students, whanau and colleagues
- A high level of integrity and confidentiality
- Excellent communication and interpersonal skills
- A high standard of administrative skills with an eye for detail
- An ability and willingness to learn new skills and systems
- A high level of digital competency
- The ability to use your initiative, be efficient, flexible, and to problem solve

Office administrator/receptionist	Finance Administrator
<p>Some Key Responsibilities:</p> <ul style="list-style-type: none"> ● Student Services and Sick Bay (incl high health needs management) ● Absentee system ● General Administration ● Receptionist/Telephonist ● Student Management System (MUSAC Edge) ● General and library resources 	<p>Some Key Responsibilities:</p> <ul style="list-style-type: none"> ● Ensuring the timely and accurate processing of financial duties ● Sound financial knowledge and experience using accounting software (Xero/Edpay) ● Answering all queries in respect of accounts payable promptly and appropriately ● Undertaking special projects as required ● Student Services and Sick Bay ● General Administration ● Receptionist/Telephonist ● Student Management System (MUSAC Edge) ● Supervisor of office staff

If you have what it takes to be one of our new Office extraordinaires and are open to working with a fun loving group of children and colleagues, we would love to hear from you!

Please email your current CV, along with the completed application form, to Kyra Leatuafi principal@turakiprimary.school.nz.

Application Forms and Job Descriptions can be picked up from the Turaki School office or are available to download from our Turaki School website www.turakiprimary.school.nz

Applications close 12 noon Wednesday 6 November

Interviews for those that are shortlisted will be held from Thursday 14th - Monday 18th November