



Longburn AdventistTM College

Administrative Assistant/Support Staff Team Leader, Longburn Adventist College (State-Integrated, Years 7-13 Boarding/Day School in the Palmerston North region)

We are seeking to fill this senior position for an important member of the Administration team. The position requires a highly skilled professional who is a proactive, positive team player with excellent communication, organisational and customer service skills.

This position involves extensive contact with students, staff and visitors and requires a high standard of professionalism, and effective and efficient support to the Principal. Key responsibilities of this role include having a positive and proactive approach in the areas of Support Staff Appraisal, providing secretarial support to the Board of Trustees, Board of Governors and associated sub-committees, and assisting with managing the operations of the College.

This position is for 25 hours per week and the specific hours for each day are negotiable. The position includes the school terms and at least the two weeks prior to school starting in January. Any other time required will be with negotiation with the Principal.

The appointee will be willing uphold and support the special Seventh-day Adventist character of the College. Please send a CV and a request for a job description to dp@lac.school.nz.

Applications close 5pm on Friday 12 April 2018.