



Kaihautū Tari

Permanent role - 30 hours per week

Te Kura Kaupapa Māori o Tuia te Matangi is a Year 1-13 kura situated in Richmond and we are seeking an experienced Office Manager to oversee the kura office and administration in a sole charge capacity. The role is vital to the success of the kura and involves a wide range of duties including managing and maintaining:

- Accurate record-keeping systems and kura information, both electronic and paper
- Secretarial and admin support services for the Tumuaki and Board of Trustees
- A friendly and nurturing environment for staff, students, whānau and visitors
- Liaison with external agencies regarding administration matters
- Assistance with other administration and support duties as may be required by the Tumuaki

Preferred applicants will display the following:

- Kia ū ki te kōrero Māori i ngā wā e mahi ana ki roto i te kura
- Kia rongō ngā manuhiri me te whānau ki te manaakitanga
- High degree of professionalism and confidentiality
- Role model for positive behaviour

For a copy of the full job description and to see more about our kura please visit our website www.tuiatematangi.ac.nz

For further enquiries or to apply for role please contact the Board Chairperson, Jaqui Ngawaka at jaquiclare@gmail.com.

Applications, including a CV and cover letter, must be received by **5pm Sunday 14th June 2020**