



Admin- Finance/Payroll/HR/Property- Permanent Position

Broadgreen Intermediate is seeking an experienced administrator to join our exceptional admin team.

Broadgreen Intermediate is 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* and 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

Key responsibilities:

- School finances
- Property and asset management
- School business activities
- Payroll
- Novopay
- Human Resources
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Hours:

- This is a role that is term time only with some exceptions to be discussed
- Hours 8am to 3.30 pm
- Remuneration is commensurate with experience- please refer to the Collective Agreement Administration Support Staff Pay Rates within Grade D
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Qualities of the successful applicant:

- Experience in financial management ideally with a relevant qualification
- Must be confident with ICT, with the ability to navigate Google Apps (Docs, Sheets, Forms, Drive, Calendar) and Microsoft Apps (Word, Excel, Publisher) Xero and Approval Max.
- Strong organisational and time management skills.
- Excellent communication and interpersonal 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

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 Wednesday 22nd January

A job description is available on request

Please send a CV with a covering letter and two recent referees to Megan Rangiua - principal@broadgreen.school.nz

Position starts 4th February (to be confirmed with the successful candidate)