



**School Administration Vacancy**  
**20 hours per week Monday to Friday term time only**

We are seeking an Administration team member for the new Elim Christian College Henderson (Years 1-8), school office.

This vacancy will appeal to an experienced school receptionist / administrator / attendance officer. The successful applicant will have professional presentation, strong communication skills, initiative, attention to detail and be a competent user of technology.

This position provides a very pleasant working environment, with a strong foundation of Christian values and character. All applicants must adhere to the Special Character and Christian values of the school.

The hours are 8.15am to 12.15pm Monday to Friday, term time only, (some holiday work will be required). We are looking for the successful application to start as soon as possible in Term 4.

To apply download the application forms:

<https://www.elimhenderson.school.nz/about/employment/>

Applications close **8<sup>th</sup> October 2023**

All enquiries to [vacancies@elimhenderson.school.nz](mailto:vacancies@elimhenderson.school.nz)