

Homestay / Finance / Payroll

Aidanfield Christian School is a high performing and well established Christian school in the South West of Christchurch. With a current roll cap of 425 domestic pupils and an international pupil programme on top of this. It serves families who are looking for a school with strong biblical values and world view as the foundation of their child's school experience. The school offers education for Years 0 to 10 with a pathway to Middleton Grange School at year 11 for preference families. The school is multi-cultural welcoming pupils from many nations (37 in 2023) to the community. We continue to grow as the Ministry of Education allow. We have a strong international education programme, which adds a richness to our students lives.

Reporting to and supporting the Principal, this role requires someone with excellent organisational and interpersonal skills with the ability to switch between tasks and think on their feet in a lively school office environment.

Key responsibilities will include:

- Being willing and comfortable to uphold the Christian character of the school
- Establishing and maintaining efficient and effective office management systems and procedures across specific areas of responsibility including: international homestay administration, international student contracts and invoicing through to receipting, some aspects of payroll management.
- Managing delegated budget codes
- Involvement with enrolment processes/administration for international pupils
- Reception, office duties and first aide – when needed in support of the full office staff team
- Working as an effective and collaboratively team member with other office staff

To be successful for this role you must have the following:

- Ability to take initiative and thrive on multitasking
- Have a warmth of personality and sense of humour that engages many types of people including children from aged 5 to 15 years and international students and families.
- Be able to thrive under pressure and go the extra mile at pressure point times of the year
- Be computer savvy with the ability to learn and adapt quickly. KAMAR, Xero and Microsoft Office experience an advantage.
- Sense of wisdom and maturity

This is an opportunity for an individual who is highly efficient and personable, is motivated and has demonstrated a service mentality through previous roles. A willingness to work comfortably within the special Christian character of the school is required.

For more information about the school: www.aidanfield.school.nz or the Principal on 027 425 0138.

Cover letter, CV and completed application cover pages (website under 'Vacancies') to; The Principal, Aidanfield Christian School, 2 Nash Road, Halswell, Christchurch.

Closing of applications: Friday 23 February, 4pm.

- Location: Aidanfield/Halswell, Christchurch
- Permanent part-time
- 10 hours per week
- Days and times negotiable but preferably within school hours with some after-hours home visits.
- Term time only with some extension at start and end of each academic year
- Support Staff in Schools Collective Agreement conditions apply - this is a Grade 4 Position
- Christian faith in action is our heart beat.

To apply: application form, CV and covering letter to:

Email: mark.richardson@aidanfield.school.nz

Mail: The Principal, Aidanfield Christian School, 2 Nash Road, Aidanfield, Christchurch

Inquiries: The Principal, Mark Richardson,

mobile: 027 425 0138,

email: mark.richardson@aidanfield.school.nz

Closing of applications: Friday 23 February, 2024