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# *Application Pack*

## *Permanent Administrator Receptionist*

### *Waikanae School*

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6th May 2022

Dear Applicant,

Thank you for expressing an interest in our Administrator Receptionist role at Waikanae School starting from 25th July 2022. The vacancy directly results from our previous Administrator Receptionist resigning and moving on to a new position in a different organisation.

This position is **permanent with term time only hours of 40 hours per week.**

Hourly rate will be by negotiation within the relevant Collective Employment Contract (Range of Rates) for Administration Staff

As a new person to our admin team, you will have the opportunity to grow and develop, and you will be expected to support our school's continued growth and help build on our significant achievements to date. We also hope that all new employees will bring and share new ideas and innovations. The successful applicants will be supported by an experienced and skilled staff, a supportive local community and a principal who values collaboration and mentorship.

Information for applicants includes:

Timeline

Application Form

Personnel Specifications

Job Description

Your application for the position above will be received, with your CV, names of two referees, a covering letter, and any supporting documentation by **9.00 am on Monday 23rd May 2022.**

All completed applications should be labelled Confidential Application for Administrator Receptionist and delivered or posted to:

The Business Manager

Waikanae School

Seddon Street  
Waikanae 5036

Or email Fiona Charters Business Manager Waikanae School [f.charters@waikanae.school.nz](mailto:f.charters@waikanae.school.nz)

If you have any queries, please direct these to me at [b.campbell@waikanae.school.nz](mailto:b.campbell@waikanae.school.nz)

Visits to our school are welcomed.

Yours sincerely  
Bevan Campbell  
Principal

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*INFORMATION FOR APPLICANTS:*

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Thank you for applying for the position of Administrator Receptionist at Waikanae School. Please complete the attached forms personally. Make sure you sign and date where indicated.

Attach a curriculum vitae containing any additional information relevant to the position. If you include written references, please note that we may contact the reference writer.

Copies of qualification certificates should be attached. If successful in your application, you will be required to provide originals as proof of qualifications.

Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or the appointment being terminated if any information is later found to be false.

In terms of a criminal conviction, the Criminal Records (Clean Slate) Act 2004 provides certain criminal convictions that do not have to be disclosed, providing:

- You have not committed any offence within 7 (consecutive) years of being sentenced for the offence;
- and
- You did not serve a custodial sentence at any time (this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm);
- and
- The offence was not a specified offence (specified offences are, in the main, sexual in nature);
- and
- Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain whether you qualify, contact the Ministry of Justice.

The school will hold the application form and supporting documents from the successful Applicant. That person may access it under the provisions of the Privacy Act 1993.

CVs provided from non-successful applicants will not be returned unless a stamped self-addressed envelope is provided. Application forms and CVs from non-successful applicants will be held until the appointment process is completed and will then be destroyed.

If invited to interview for the position, you will be required to request referee reports from two professional referees. The report template will be forwarded to short-listed applicants if needed. It is your responsibility to contact referees and provide them with a copy of the report and have them return it if required. These remain confidential to the Waikanae School Board of Trustees. All information collected from referees will be destroyed at the end of the selection process. The successful Applicant's data will be retained on file. All information received will be confidential to the Interview Selection panel (Principal, Senior Staff Members).

Applicants are welcome to visit the school if they wish. Arrangements should be made directly with the principal, Bevan Campbell, [b.campbell@waikanae.school.nz](mailto:b.campbell@waikanae.school.nz), for a mutually suitable time.

The closing date for the receipt of applications is 9.00 **am on Monday 23rd May 2022.**

Late applications will not be accepted.

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#### *APPOINTMENT TIMELINE*

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Applications Close:	9 am Monday 23 May 2022
Shortlisting:	May 23 to May 30, 2022
Interviews:	May 31 to June 3, 2022 (if needed)
Appointment Confirmed:	Tuesday 7 June 2022
Unsuccessful Applicants Informed:	Wednesday 8th June 2022
Start Date:	Day 1 Term 3 25 July 2022