



Office Manager

Fixed Term

32.5 hours per week

Term time

Start date February 2021

We are currently seeking someone special to join our dynamic team at Kingsview School.

The successful applicant must have a strong administrative background and a 'can do' attitude. A flair for multi-tasking and the ability to liaise well with parents, students and other staff.

Knowledge and skills in online and web based environments and experience in accounting functions such as Xero or similar is essential.

If you have the above skills and are someone who is confident in taking the reins whilst also embracing the special Character of the School, then we would like to hear from you!

Closing date for applications is 30 November 2020

Please include names and contacts of 2 referees with your CV and application letter

For a position description please contact the principal

Applications by email to:

principal@kingsview.school.nz

The Principal

Kingsview School

14 Yewlett Crescent,

Queenstown

4511444

www.kingsview.school.nz