



Assistant Office Administrator

Applications are invited for the position of Fixed Term, Part-time Assistant Office Administrator

Hours of work are 8:30am – 3:30pm, Thursday each week, (including ½ hour unpaid lunch break). Morning and afternoon tea breaks – 10 minutes. Flexibility and extra hours may be required by mutual agreement.

Applications close **Friday 27th March 2020**

Interviews for shortlisted candidates will take place as soon as possible thereafter.

To apply for this position, please include:

- the completed application form
- your Curriculum Vitae (including referees)

send your applications to:

E-mail:

Jenny Crump
jcrump@cheviot.school.nz

Post original documents:

Assistant Office Administrator Job
Jenny Crump
Business Manager
PO Box 53
Cheviot 7310