



Staffroom Attendant  
and  
Administration Assistant  
24 hours per week

We are looking for a staffroom attendant to join the shared services team. Employed by Avonside Girls' High School and reporting on a day-to-day basis to the Office Manager, Avonside Girls' High School.

The purpose of the position is to provide support at morning tea and lunch, set-up and tidy the staffrooms for both schools, other duties include monitoring staffroom supplies; 6 hours of the 24 hours per week will be used as administration assistant, providing administration support which may include reception relief, site deliveries, replenishing photocopier supplies.

Term Time Only Position - 24hrs per week. 9.30am – 2.30pm Wed. and Fri. 9.30am – 3.00pm Mon, Tues, Thurs. with ½ for lunch each day.

Remuneration: Staffroom attendant: is Administration Grade B Step 01, Support Staff in Schools' Collective Agreement. The Administration Assistant: Administration Grade C Step 02 Support Staff in Schools' Collective Agreement

Please send your CV and cover letter to: Anthea Hunt, Principal's EA [ahunt@avonside.school.nz](mailto:ahunt@avonside.school.nz)

Applications close midday Friday 2<sup>nd</sup> July 2021 with a starting date of Monday 26 July 2021 (start of Term 3).