



**DIAMOND HARBOUR
SCHOOL**

DIAMOND HARBOUR SCHOOL SECRETARY

We seek an enthusiastic and experienced office administrator to join our school team. The successful applicant will have:

- Office experience (preferably in a school setting);
- Financial experience (tertiary qualification in business administration/finance preferred);
- Computer literacy across the Microsoft Office suite;
- Experience in a team environment;
- A fondness for children;
- A willingness to learn;
- An enthusiastic approach, accommodating attitude and a good sense of humour.

The position requires a high degree of confidentiality, and commences Monday 23 April. Hours are 31 per week spread over five days, term time only. Application packs are available from The Principal, Diamond Harbour School, 13 Hunters Road, RD1 Lyttelton 8971. Phone 3294 842 or email office@diamondharbour.school.nz. Applications close 09 March.