**Koromatua School Appointment**

**Office Administration Role**

**Timeframe:**

Vacancy Placed: Thursday 2 November 2021

Applications Close: 3:00pm Thursday 2 December 2021

Shortlisting: Monday 6 December 2021

Interviews Held: Tuesday 7 December to Friday 10 December

Appointment Made: Monday 13 December

**Employment Status:**

Position: Office Administrator

Hours: Full time, 6.5 hrs per day, 32.5 hrs per week

Tenure: Permanent, Annualised for 40 weeks + school term statutory holidays and annual leave.

Start Date: As soon as possible after appointment is made (the start date can be negotiated), the position to be contingent upon obtaining and maintaining a clear police vet.