



**St Martins School**

*Kia Maiaangi awe ake te mātauranga*  
Inspiring a passion for learning

Due to a resignation we have an office vacancy at St Martins School.

We are looking for someone who:

- Will embrace our school community
- Is an open, respectful, friendly communicator
- Can work and contribute to a team
- Is versatile and flexible
- Has strong IT and computer skills
- Will continue to learn new skills
- Is willing to work part time, 5 days a week, for around 20 hours a week, but with some flexibility
- Has a clean police record
- Will promote and demonstrate our school's Values and Beliefs in the way they work

This is a wonderful opportunity for the right person, and we are looking for the right person for our school office.

If this sounds like you, please let us know and we will send you an application package.