



Student Services Administrator

Due to roll growth, Pokeno School is seeking a warm, organised, and capable Student Services Administrator to join our busy front office team. This is a newly created position to support students, families, staff, and visitors, providing exceptional customer service in a fast-paced school environment.

Position Details:

- **Tenure:** Permanent - Term time only
- **Hours:** 32.5 hours/week (Mon–Fri, 8.00am–3.00pm)
- **Remuneration:** \$26.45 per hour (In accordance with the Support Staff in Schools' Collective Agreement)

Key Responsibilities:

- **Reception & Customer Service:**
 - Welcome students and whānau,
 - Manage enquiries, mail, and payments,
 - Maintain a professional reception area.
- **Student Services & Sick Bay:**
 - Provide first aid and medical care
 - Manage medication and records, and communicate with families.
- **Student Management System (HERO):**
 - Update student data, record absences, and support teachers and leadership with data tasks.
- **General Administration:**
 - Support school photos, uniforms, Scholastic Book Club, School lunches, and other administration duties.

We Are Looking For Someone Who:

- Has excellent communication and customer service skills
- Stays calm under pressure and enjoys working with children and families
- Is organised, detail-focused, and is able to meet deadlines
- Has strong computer and data entry skills
- Maintains confidentiality and works well independently or in a team
- Holds (or is willing to obtain) a current First Aid certificate

How to Apply:

Email your CV, cover letter & application form to Jessica Smith, Executive Officer, at j.smith@pokeno.school.nz. Please visit our school website (www.pokeno.school.nz) to download the application form and to view the job description. School visits are encouraged.

Applications Close: Friday 20th February, 3:00pm