



Application for Appointment (Non-teaching)

Information Statement

The information you provide on this application form, along with any other information you supply, will be used by the College solely for assessing your suitability for positions for which you have applied. If unsuccessful, your information contained in this application will be destroyed on completion of the appointment process unless otherwise requested by you. If successful your personal information contained in this application will be held by and remain confidential to Nayland College. Under the Privacy Act 1993, you have the right (with certain exceptions) to request access to, and correction of, any personal information held by the College.

POSITION APPLIED FOR: **International Homestay Coordinator & Office Manager**
Permanent | 37.5hrs per week, 52 weeks per year

PERSONAL DETAILS

Full Name:	Mr/Mrs/Ms/Miss/Other:	
Postal Address:		
Telephone Nos: Home:	Mobile:	
Email Address:		
Ministry of Education Employment No (if previously employed in the education sector):		
Date of Birth:	Gender:	Ethnicity:
Emergency Contact Name:		
Telephone Nos:	Home:	Mobile:
Are you a New Zealand Citizen/Resident* or do you hold a Work Visa/Permit*? (*Please circle as applicable. Relevant documents must be sighted.)		
Any other personal details relevant to your application for appointment:		

CURRICULUM VITAE

Please ensure your CV contains (or include on separate sheets) the following:

1. A recent photograph.
2. An outline of relevant qualifications and experience, including your current position.
3. The strengths and abilities you would bring to this position.

REFEREES

Please provide the names and addresses of two referees who may be contacted to provide information to support your application.

Name:

Address:

Phone:

Relationship:

Name:

Address:

Phone:

Relationship:

DECLARATION

Please describe any injury or illness, or other known conditions, you have that may affect your ability to effectively carry out the duties and responsibilities of the position:

Have you ever been convicted of **any** offence against the Law (apart from minor traffic convictions) or otherwise know of any reason you should not be employed to work in the school environment?

YES / NO (please circle)

If YES, you may be asked to provide a copy of the relevant court records and be asked to comment further.

- I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in my application for this position and in my CV is true and correct. I understand that this may be verified and that failure to provide correct and true details of any conviction may make me liable for dismissal from the employment of the Board of Trustees.
- I give Nayland College permission to seek information about my employment and personal background from nominated referees and previous employers. I understand that this information will be treated in complete confidence, and only used for staff selection purposes.

Applicant's signature:

Date:

Please return this form in an envelope clearly marked JOB APPLICATION, or email to:

Hannah Banks
Acting Principal
Nayland College
Nayland Road
Stoke 7011
Nelson

School Ph: (03) 547 - 9769
Fax: (03) 547 - 3498

Email: sarah.gwyn@nayland.school.nz

It is the applicant's responsibility to ensure that this application reaches the Principal before the specified closing date: **12pm Monday 16 December 2024**



NAYLAND COLLEGE

TE KĀRETI O NEIRANA

INFORMATION FOR APPLICANTS

Nayland College is held in high regard as an educational leader whose hard-working staff provide balanced educational opportunities that meet our students' needs.

POSITION:

**International Homestay Coordinator and Office Manager
Permanent | 37.5hrs per week, 52 weeks per year**

We are seeking an outstanding individual with a strong sense of initiative, accuracy and attention to detail, to support our International Student Director in providing guidance and assistance for our international students including arranging appropriate homestay placements, to ensure that our international students get the best possible care and support throughout their time at Nayland College.

Please see the job description for roles and responsibilities.

To be successful in this role you will need:

- outstanding written and verbal communication skills
- outstanding interpersonal skills and sensitivity towards students and staff from a diverse range of backgrounds
- excellent administrative skills and advanced computer skills, particularly in the Microsoft suite of programmes and website maintenance
- proven skills in managing work-flows, prioritising tasks
- the ability to work well under pressure to efficiently meet deadlines.

Some flexibility to work additional hours and attend evening meetings is required. Previous experience in schools or with school management systems may be beneficial.

Nayland College has been regularly recognised and acknowledged for its educational excellence. We offer students the opportunity to learn in a forward-thinking, innovative and engaging environment. What we have on offer is made possible by the incredible teaching and support staff who make Nayland College the professional, collegial and dynamic workplace that it is. As a staff whānau, we work collaboratively to ensure that Nayland College continues to provide a world-class education, encompassing inspiring pathways and opportunities for all students to achieve their best.

Applicants must have NZ residency or a valid NZ work visa. A satisfactory NZ Police Vet will be required before commencing work.



NAYLAND COLLEGE

TE KĀRETI O NEIRANA

REMUNERATION:

Remuneration and conditions will be as per the Support Staff in Schools Collective Agreement, based on qualifications and experience.

APPLICATION:

Applications close at **12pm Monday 16 December 2024.**

Please complete the attached application form, include a covering letter and CV detailing qualifications and previous experience, and either email or post to the details below.

Email: sarah.gwyn@nayland.school.nz

Address: Nayland College, 166 Nayland Road, Stoke, Nelson 7011

INTERVIEWS:

Shortlisted applicants will be contacted for an interview within 7-10 days of the closing date.

APPOINTMENT:

Appointment will be confirmed as soon as possible, and the successful applicant will commence their new duties from **20 January 2025.**

ADDITIONAL INFORMATION:

Enquiries can be answered by:

Gavin Millar – International Student Director

E. gavin.millar@nayland.school.nz

Sarah Gwyn – Executive Assistant to Senior Leadership Team

E: sarah.gwyn@nayland.school.nz

P: 03 547 9769 ext 800

INTERNATIONAL HOMESTAY COORDINATOR AND OFFICE MANAGER JOB DESCRIPTION



Employee:

Position: International Homestay Coordinator and Office Manager

Hours per week/Weeks per year: 37.5 hours per week / 52 week per year

Tenure: Permanent / part-time

Responsible to:

- (i) School Board Presiding Member (Rachel Robinson)
- (ii) Principal (Daniel Wilson)
- (iii) International Student Director (Gavin Millar)

PRIMARY EXPECTATIONS

The International Homestay Coordinator and Office Manager will maintain a strong proactive role in the guidance of all international students, provide appropriate homestay placements and ensuring the international office is effective and efficient.

At Nayland College our values are Success, Opportunity, Ako and Respect. The expectation of all staff is to role model and support our values in action and support the school's commitment to honouring the principles of Te Tiriti o Waitangi within the school.

Duties		
1	Management and Leadership	Duties including but not limited to: <ul style="list-style-type: none"> • Support the tone of the college by promoting a safe, healthy, and positive learning environment for students. • Positive professional relationships with all staff and students are maintained. • Make sure that all international students at Nayland College get the best possible care and support throughout their secondary education. • Monitor and support the international administrator.
2	Administration	Duties including but not limited to: <ul style="list-style-type: none"> • Ensure that student records are updated as required. • Liaise with agents and individual students from the initial enquiry to the enrolment and eventual departure, providing all relevant enrolment information as required. • Ensure Nayland College has appropriate homestay families by recruiting and monitoring each family in accordance with the code of practice. • Matching student and homestay profiles and allocating students to host families. • Monitoring and supporting student/host family placements • Ensure homestay families are paid correctly and in a timely fashion.

Duties		
	Communication	Duties including but not limited to: <ul style="list-style-type: none"> • Liaising with international students, families and agents around enrolments, pastoral care, and transitioning home as required. • Interview international students regularly to ensure they are happy at school and in their homestay. • Consult with the guidance team about individual students - making referrals if necessary.
	General	Duties including but not limited to: <ul style="list-style-type: none"> • Attend regular staff meetings and take up professional development opportunities as offered. • Maintain regular contact with the International Student Director. • It should be noted that other tasks and duties may be allocated by agreement, in consultation with the International Student Director/Principal as and when required. • Confidentiality is a key requirement for this position.
5	As a member of the staff of Nayland College you will be familiar and comply with the school's charter and policies	<ul style="list-style-type: none"> • Maintain positive professional relationships with all staff members. • Contact with all students is on a strictly professional basis with the physical and emotional safety of the students being of paramount importance. • The hours of work, as arranged, are strictly followed. • Follow Nayland College policies and procedures. • The Principal or line manager is informed of any absence from work immediately (illness, etc) so that other arrangements can be made if necessary.

This job description may be reviewed annually at the discretion of the Principal.

Appraisal discussions with the International Student Director will identify strengths, areas for development and agreed professional goals. Professional development and training to be completed through negotiation with the Principal.

Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.

NEW EMPLOYEE

International Homestay Coordinator and
Office Manager

Date:

Hannah Banks

Acting Principal

Date:
