

## 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:** **Casual Reception Cover**

**Fixed-term (9 June – 12 December 2025)**

**Part-time, (Approx. 10 hours per week,\* term time only)**

*\*Two hours per day, five days per week with the possibility of additional hours on some occasions.*

### 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. 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:

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

Daniel Wilson  
Principal  
Nayland College  
Nayland Road  
Stoke 7011  
Nelson

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

Email: [belinda.lee@nayland.school.nz](mailto:belinda.lee@nayland.school.nz)

It is the applicant's responsibility to ensure that this application reaches the Principal before the specified closing date: **12pm Monday 29 January 2024**

## **INFORMATION FOR APPLICANTS**

### **POSITION**

#### **Casual Reception Cover**

#### **Fixed Term | Part-time**

We are seeking a dynamic and enthusiastic person to join our hardworking support team. This person will contribute to our positive school culture, welcoming parents and visitors and ensuring they get the support they need.

#### **Expected duties**

In the absence of the Main Reception Administrator duties including but not limited to:

- Welcome visitors by greeting them, in person or on the telephone; answering or referring enquiries.
- When greeting guests to the school ensure sign in procedures are followed and appropriate staff informed of their arrival.
- Accurately take messages for staff who unavailable.
- Sort daily mail.
- In the absence of the Student Support Administrator and Counselling Reception Administrator act as the first point of contact for students wishing to see the Deans.

Although your responsibilities will be varied, your interpersonal manner will be your forte. Along with your strong organisational and communication skills, you will also need excellent computer literacy and keyboard skills.

#### **Overall person specification**

- Mature outlook and self-managing.
- Strong organisational and planning skills.
- Excellent time management skills and ability to multi-task and prioritise work.
- Attention to detail and good problem solving skills.
- Excellent written and verbal communication skills (with teenagers too).
- Outstanding interpersonal abilities.



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

#### **APPLICATION**

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: [belinda.lee@nayland.school.nz](mailto:belinda.lee@nayland.school.nz)

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

#### **APPOINTMENT**

Appointment will be confirmed as soon as possible, and the successful applicant will commence their new duties ASAP.

#### **ADDITIONAL INFORMATION**

Enquiries can be answered by:

Belinda Lee, Executive Assistant and Board Secretary

P: 03 547 9769 ext 800

E: [belinda.lee@nayland.school.nz](mailto:belinda.lee@nayland.school.nz)

# CASUAL RECEPTION COVER

## JOB DESCRIPTION 2025



**Employee:**

**Hours per week/Weeks per year:** 7.5 hours per week - term time only (TBC)

**Tenure:** Fixed-term, Part-time

**Responsible to:** (i) Principal (Daniel Wilson)

(ii) Deputy Principal (TBA)

**Direct reports:** N/A

Duties		
1	<b>Te Tiriti o Waitangi</b>	a. Displaying a commitment to honouring the principles of Te Tiriti o Waitangi within the learning area and the wider school.
2	<b>As a member of the staff of Nayland College you will be familiar and comply with the school's charter and policies</b>	b. Positive professional relationships with all staff members are maintained c. Contact with all students, is on a strictly professional basis with the physical and emotional safety of the students being of paramount importance d. School administration is supported e. The hours of work, as arranged, are strictly followed f. The Principal is informed of any absence from work immediately (illness etc) so that other arrangements can be made if necessary g. Any other tasks as allocated or directed by the Senior Leadership Team
3	<b>Provide quality customer service at the College Main Reception</b>	In the absence of the Main Reception Administrator duties including but not limited to: a. Welcome visitors by greeting them, in person or on the telephone; answering or referring enquiries. b. When greeting guests to the school ensure sign in procedures are followed and appropriate staff informed of their arrival.

Duties		
		<ul style="list-style-type: none"> <li>c. Accurately take messages for staff who unavailable.</li> <li>d. Sort daily mail.</li> </ul>
4	<b>Student Support and Counselling Reception</b>	<p>Duties including but not limited to:</p> <ul style="list-style-type: none"> <li>a. In the absence of the Student Support Administrator and Counselling Reception Administrator act as the first point of contact for students wishing to see the Deans.</li> </ul>

Note: This Job Description should be read in conjunction with the relevant Contract of Employment.

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

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**Daniel Wilson** (Principal)

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**[ ]** (Employee)

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**Dated**