

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: **Technician – Hard Materials**
Permanent | 10hrs per week, term time only

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.
2. 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:

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

It is the applicant's responsibility to ensure that this application reaches the Principal before the specified closing date: **12pm Monday 23 June 2025**



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:

Technician – Hard Materials

Permanent | 10hrs per week, term time only

An exciting opportunity has arisen for a competent and experienced Technician to support our dynamic and innovative Hard Materials Technology learning area. With multiple classrooms and a variety of classes working with wood, metal, laser cutters and 3D printers, we are looking for an enthusiastic individual to maintain our tools and machines, order and organise materials and resources, and create new resources in collaboration with our technology staff to maintain and improve our workshop spaces.

The ideal candidate will:

- be a good communicator who enjoys working with students and adults
- be proactive with an ability to problem solve
- have experience in maintaining tools and equipment.

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.

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 23 June 2025.**

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

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 Term Three 2025, start date to be negotiated with the successful candidate.

ADDITIONAL INFORMATION: Enquiries can be answered by:

Cushla Laufkotter (Head of Technology)

E. cushla.laufkotter@nayland.school.nz

Belinda Lee – Executive Assistant and Board Secretary

E: belinda.lee@nayland.school.nz

P: 03 547 9769 ext 800

TECHNICIAN – HARD MATERIALS

JOB DESCRIPTION 2025



Employee:

Tenure: Permanent

Hours per week/Weeks per year: 10 hours per week, term time only

Responsible to:

- (i) School Board (Rachel Robinson, Presiding Member)
- (ii) Principal (Daniel Wilson)
- (iii) Head of Learning Area: Technology (Cushla Laufkotter)

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	Primary expectations	Duties including but not limited to: <ul style="list-style-type: none">• Maintain hand tools and machines in the workshops.• Order and organise storage of materials and resources.• Create new resources to maintain and improve facilities as agreed with workshop staff.• Other duties as agreed.
2	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.• The Principal 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 Principal will identify strengths, areas for development and agreed professional goals. Professional development and training to be completed through negotiation with the Principal.

Daniel Wilson (Principal)

(Employee)

Dated