

Application for Appointment (Non-Teaching)

Position applied for	Adminisitrative Assistant, Performing Arts
Tenure	Permanent, Part-Time
	25 hours per week, term time only

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.

Personal Details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other:
Full Name					
Postal Address					
Mobile Phone					
Email Address					
Date of Birth (optional)					
Gender					
Ethnicity					
Emergency Contact Name					
Emergency Contact Mobile					
Are you a NZ Citizen/Resident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
If No do you hold a Work Visa/Permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Relevant documents must be sighted)		

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.
3. Those ex-curricular activities you are willing to assist with.

Referees

Please provide the names and contact details for two references who may be contacted to provide information to support your application.

Name	Name
Address	Address
Phone	Phone
Email	Email
Relationship	Relationship

Declaration

Please describe any injury or illness, or other known conditions that 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 a school environment?

☐ NO ☐ YES If YES, you may be asked to provide a copy of 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 application form with your CV and cover letter before **12.00pm on Wednesday 10 September** to:

Daniel Wilson
Principal
Nayland College
166 Nayland Road
Stoke
Nelson 7010

or

Belinda Lee
Executive Assistant and Board Secretary
belinda.lee@nayland.school.nz

Vacancy Information for Applicants

Position	Administrative Assistant, Performing Arts
Tenure	Permanent, Part-Time 25 hours per week, term time only

We are seeking a dynamic and enthusiastic person to join our vibrant Performing Arts department. In this position you will be providing administrative and logistical support for both curricular and extra-curricular Performing Arts programmes, ensuring smooth operation of events, activities, and departmental functions.

Your key responsibilities will include:

- **Coordination of events and music programmes**, including logistics, bookings, and communications.
- **Finance and accounts administration**, such as invoicing, inventory, and grant applications.
- **Supporting staff and students**, ensuring smooth operations and promoting Performing Arts activities.

Strong administrative and communication skills are essential, along with a sound work ethic, a passion for performing arts and an ability to motivate students.

Hours of work are generally within school hours; however, some flexibility will be required where events and activities run outside these times. This position is remunerated as per the Support Staff in Schools Collective Agreement, based on qualifications and experience.

We are located in the beautiful city of Nelson, giving you the opportunity to work whilst having access to all the natural beauty and lifestyle options the Nelson/Tasman area is famous for.

Applicants must have NZ residency or a valid NZ work visa. Any appointment is subject to a satisfactory police vet. A full drivers licence is required.

Application

Applications close with the Principal at **12.00pm on Wednesday 10 September 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 five days of the closing date.

Appointment

Appointment will be confirmed as soon as possible, and the successful applicant will commence their new duties at a mutually agreed date.

Additional Information

A job description and relevant application form is attached.

Enquiries can be answered by:

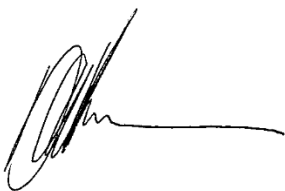
Belinda Lee – Executive Assistant and Board Secretary

P: 03 547 9769 ext 800

E: belinda.lee@nayland.school.nz

Nayland College is an equal opportunities employer. Please contact the Principal if there is further information or clarification required.

Thank you for your enquiry.

A handwritten signature in black ink, appearing to read 'Daniel Wilson', with a long horizontal line extending to the right.

Daniel Wilson

Principal

Position Description

Administrative Assistant: Performing Arts 2025

Name	
Tenure	Permanent, Part-Time 25 hours per week, term time only
Responsible to	School Board (Presiding Member) Principal (Daniel Wilson) Head of Learning Area (Ross Gerritsen)

Role Purpose

To provide administrative and logistical support for both curricular and extra-curricular Performing Arts programmes, ensuring smooth operation of events, activities, and departmental functions.

Core Responsibilities

General School Duties

- Uphold Nayland College's charter and policies.
- Maintain professional relationships with staff and students.
- Ensure student safety is prioritised in all interactions.
- Support general school administration.
- Adhere to scheduled work hours and report additional work for time-in-lieu or approval.
- Follow procedures for absences (e.g., illness).
- Carry out additional tasks as directed by the Senior Leadership Team.

Administration and Event Coordination

Trip and Event Logistics

- Organise bookings for department trips and overnight stays.
- Book venues for internal and external events.

Financial and Inventory Management

- Process and file department invoices.
- Maintain inventory of instruments and classroom equipment.

Promotional and Archival Support

- Ensure events are photographed or videoed for promotional and archival purposes.

Performance Support

- Assist with ticketing, front-of-house (FOH), EFTPOS, printing of programmes and posters.

Major Event Administration

- Support planning and coordination of
 - School musical production
 - NZCF Big Sing
 - Performing Arts Gala Concert
 - VAST Dance Festival
 - Rock Quest
 - MEFA and other competitions.

Itinerant Programme Management

- Coordinate daily operations of the Nayland College School of Music.
- Manage invoicing and payment follow-ups for music lessons via Xero.
- Liaise with the finance department regarding lesson and trip charges.

Funding and Grant

- Organise grant applications to support Performing Arts trips.

Communication and Liaison

- Act as a key contact for itinerant teachers, staff, students, parents, and community partners.

Flexibility and Additional Duties

- Must be available for occasional after-school performances.
- Other duties may be assigned in consultation with the Head of Learning Area and Principal.

Key Skills

- Proficiency in ICT and administrative systems.
- Strong interpersonal skills, especially with teenagers.
- Ability to work under pressure and manage multiple tasks.
- Initiative and problem-solving to support teaching staff.
- Excellent organisational and coordination abilities.
- Capacity to build relationships within the community and with other schools.

Professional Development

- Expected to set professional goals and participate in the school's development process.
- Engage in regular performance reviews with the Head of Learning Area.
- Undertake training as needed to support role effectiveness.

Administrative Assistant, Performing Arts

Date

Daniel Wilson

Principal

Date
