

## **Classroom Administrator – Learning Centre**

We are seeking to employ an experienced Administrator to manage the day to day running of our Learning Centre and to work with students to help build their skills.

This is a permanent position for 20 hours per week over 4 or 5 days, between the hours of 8.15am–3.20pm, term time only. You will be working with a great team, experiencing a rewarding role and have the school holidays off to spend time with your family.

You will be involved in the administration of the Learning Centre supervising student testing, organising the day to day running of Special Assessment Conditions students and support with making the teacher aide timetables.

### **Applications close on the 10th of July 2025**

All applications must be made on the employment application form.

This can be found on our school website together with the job description.

Please submit your application with a cover letter and CV to

[supportvacancy@otc.school.nz](mailto:supportvacancy@otc.school.nz)