

## Homestay Manager

We are seeking to employ a Homestay Manager to join our International Department. This important role is managing the homestay requirements of our international students. It is a permanent position for 30 to 40 hours per week for 52 weeks of the year.

### **The successful applicant will possess the following attributes: -**

- Strong communication skills. Be able to relate to students, caregivers, education agents and school staff.
- Demonstrate skills & sensibility to undertake difficult conversations and mediate conflict.
- Possess excellent organisation skills, including time management and be able to prioritise tasks and use your own initiative.
- Excellent administration skills including accurately completing all documentation.
- A high degree of computer literacy and competency – preferably the Google Suite.
- Be flexible to work outside of regular work hours.
- Be available for 24/7 on-call duties as required.
- Be adaptable & willing to take on new tasks as & when required.

Relevant experience would be preferred.  
Full, clean drivers licence and own vehicle.

**Applications close 4pm, Tuesday 4 March 2025.**

All applications must be made on the school 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)**