

# Te Kōhanga Reo o Ngāio

Te Whanganui-a-Tara



## *He tūranga kei te wātea ~ Administrator*

The successful applicant must:

- Have a passion for working with tamariki.
- Be honest, reliable and trustworthy.
- Be energetic and motivated to assist in the daily operations of kōhanga.
- Be a team player and enjoy working in a team environment.
- Be adaptable to meet the requirements of tamariki, kōhanga whānau and ongoing growth.
- Have exceptional communication skills (verbal and written).
- Have proven work experience in administration roles.
- Be organised and self-motivated with good time management and a can-do attitude.
- Have NZ residency or a valid NZ work visa.

It is also preferred that you:

- Be fluent in Te Reo Maori,
- Hold a current First Aid Certificate,
- Have a current police vetting clearance.

The role is 20 hours per week within the operational hours of 8am-5pm, Rāhina ki te Rāmere. The successful applicant will start as soon as possible, subject to a successful police vetting.

To apply, send a copy of your CV to:

**Zac Haumaha & Hanna Matthews (Co-Chairpersons)**

58 Tarikaka Street, Ngāio, Wellington

Email: [tiamana@tkron.co.nz](mailto:tiamana@tkron.co.nz)

For further information about the role please contact our whanau at the above email or phone Zac Haumaha - 021-231-9535

