

Winchester School | 552 Ruahine Street | Palmerston North | Ph: 3579414
A welcoming dynamic environment fostering creativity and life-long learning.
He kura maioha, he kura manahau, he kura whakamana tamariki.



Tēnā koe,

Thank you for your interest in the role of Resource Manager at Winchester School.

We want to appoint a person who will be a team player, has a passion for the library and literacy and is able to support the school Office Manager with some release.

Essentially there are 4 core components to this position: to oversee the effective running of the school library, to assist in the admin area of the school, oversee the tidiness of the staffroom and to process new resources as they come into the school. (See the attached job description. The job description is reviewed annually.)

The position will commence on Monday 12 October. The hours of work are 9.15am until 1.15pm each school day, so 20 hours per week. Extra hours may be agreed upon through negotiation with the Principal.

The successful applicant will be placed on Grade B, Step 1 as per the Support Staff Collective Agreement. The hourly rate for the Grade and Step is \$23.02 per hour.

The successful applicant will also need to provide proof of identity to allow Police Vetting to be completed ahead of starting in the position.

Please send the completed application forms, a covering letter stating why you would be suitable for this position, along with a CV showing your relevant skills and experience.

Your documents must be emailed to principal@winchester.school.nz and must be received by 3pm, Tuesday 8 September.

Please contact me if you have any questions.

Nāku iti noa, nā,

Bede Gilmore
Tumuaki.