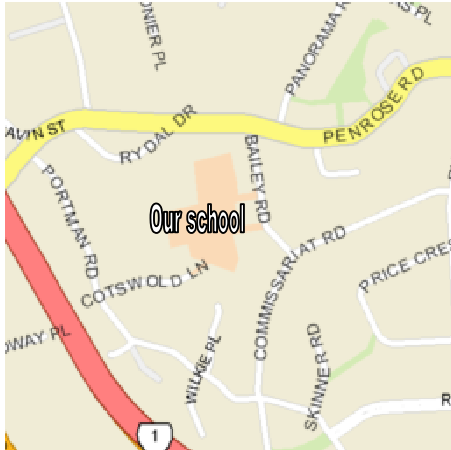




**Administration Manager
Information and Application Pack**

We are we?

- we are in Mt Wellington, an exciting and changing suburban area of Auckland
- we are close to Penrose Road and Great South Road
- we are close to the Sylvia Park Shopping centre
- we are close to Ellerslie



Shopping

We are situated very closely to the new Sylvia Park Shopping Complex; you might like to slip away to Sylvia Park during your lunch hour or after work.



Background

- our school was built in 1966
- we are situated on top of Penrose Hill on the old Penrose Farmhouse site
- we have views of the Manukau Harbour on the one side and the Sky Tower on the other
- we are well spread out
- we have a relatively new administration block
- we are proud that Keisha Castle-Hughes is a past student



- we are a Decile 3 school
- we currently have 447 students and should start 2008 with about 380 students
- we reflect Auckland's exciting multi-cultural melting pot



- we have wonderful resources:
 - a well equipped computer suite
 - a big library
 - a swimming pool
 - a good sized school hall



- we have a great community feel about us
- we value team work, everyone helps out

- we have a new Principal, he has been at the school for a year
- we have a stable Board of Trustees providing us with good governance
- we belong to the "Building Better Schools through Business Partnerships" programme and Westpac is our business partner
- we have a long and proud association with the naval frigate HMNZS Te Kaha

Students

Our students have wonderful potential and they appreciate everything that we do for them.



Our latest ERO Report

Issued in May 2007, we invite you to read the Community Summary page from our last Education Review Office Report at the following website address:

[http://www.ero.govt.nz/ero/reppub.nsf/0/3F4326739D2CB04FCC2572F300194F6A/\\$File/1216.htm?Open#bmkCommunityPageCopyOfSummary](http://www.ero.govt.nz/ero/reppub.nsf/0/3F4326739D2CB04FCC2572F300194F6A/$File/1216.htm?Open#bmkCommunityPageCopyOfSummary)

Our Vision

The big picture vision is that we become the school of choice in Mt Wellington; however we are in the process of finalising a detailed vision statement.

We are about to enter a new 10 year property plan with the Ministry of Education. Our new

Strategic Plan for the 2008 to 2010 period will soon be finalised.

We are looking for a Administration Manager

- This is a newly created position
- It is going to be an exciting position that has different components to it:
 - part of your time will be spent managing our school's finances
 - part of your time will be as PA to our Principal
 - part of your time will be as our Property Manager
 - part of your time will be looking after administration processes
 - part of your time will be seeking funding support from Trusts
- a Caretaker, Admin Officer and Resource/ Librarian will form the team that will report to you
- See the attached Job Description for more detail
- **Remuneration:** the result of the external review has suggested a certain Grade and Step in the Support Staff Collective Agreement; however we are open to negotiation
- **Conditions of service:** we would like someone to work 37½ hours per week (negotiable) for 42 weeks plus 4 weeks annual leave

Application

Are you interested? If yes please fill in the application form and post it together with your Curriculum Vitae and a covering letter to:
Derek Linington, Bailey Road School, 19 Bailey Road; Mt Wellington; Auckland

Timeline:

Application Close:	14 December 2007
Short listed candidates	
Notified:	17 December 2007
Reference Checking:	18 December 2007
Interviews:	18 & 19 December 2007
Candidates notified	
of the outcome:	20 December 2007
Start:	negotiated but no later than 28 January 2007

We look forward to receiving your application.