OFFICE MANAGER

St Joseph's Cathedral School

Permanent | 27.5 hours per week, 8.30am - 2.00pm Monday to Friday (Term-Time only)

Be the welcoming face of St Joseph's Cathedral School

St Joseph's Cathedral School is seeking a warm, friendly, highly organised and proactive **Office Manager** to lead our busy school administration and serve as the welcoming heart of our school office.

As the welcoming face and first point of contact for our tamariki, whānau, parish and wider community, you will be central to creating a positive and inclusive environment. You will oversee the smooth running of our administrative and financial systems, provide essential support to the Principal and staff, and help ensure our school operates efficiently and effectively.

This is a varied and rewarding role for someone who enjoys working with people, thrives in a busy environment and takes pride in making a difference to a school community.

Key Responsibilities:

- Front-of-house reception, attendance tracking, and whānau communications.
- Management of student administration database (SMS-Edge).
- Supporting the Principal with general administration
- Financial support (accounts payable/receivable using school financial software).
- Student medical support and basic first-aid management.

Requirements:

- A supportive commitment to upholding and enhancing the **Catholic Special Character** and ethos of our school community.
- Excellent organizational skills, exceptional interpersonal discretion, and ability to remain calm under pressure.
- Proven administrative or office management experience (education setting preferred).
- High proficiency in database management, and digital communication tools.
- A commitment to Te Tiriti o Waitangi principles and maintaining a culturally welcoming space for all whānau.

Applicants will be subject to a police check/safety check under the Children's Act 2014.

To Apply:

For an application pack, please contact jo@stjoescath.school.nz or call **(03) 477 3416**

Applications close: 4:00 PM, Saturday 28th November 2026