



Te Kura Kaupapa Māori o

## TUIA TE MATANGI

### Tūranga: Pae Āpiha (Administrator)

Full-Time (minimum 30 hours per week)

**Reports To:** Kaihautū Tari (Office manager)

#### Job Summary

The Pae Āpiha is a member of the TKKM o Tuia te Matangi Admin team, which is responsible for administering daily operations and ensuring a safe and culturally enriching environment for ākonga, kaimahi and whānau. The Pae Āpiha role involves administrative responsibilities, supporting educational programs, and fostering a positive kura culture rooted in Te Reo Māori me ōnā tikanga.

**Tūruapō o Tuia te Matangi |** *Kia tūturu anō te reo Māori ki Te Tau Ihu o te Waka a Māui.*

Kia noho motuhake ngā ākonga katoa i runga i te mana o te ao Māori, kia uua te tu atu ki ngā uauatanga o te ao hurihuri, kia tū māia ki te hāpai i te reo rangatira, me ngā tikanga tuku iho hei oranga mō ngā whakatipuranga haere ake nei.

#### Key Responsibilities include

- Office Management
- Scheduling and Coordination
- Communications
- Document Management
- Manaakitanga me te kaitiakitanga
- Administration
- Kaimahi Support
- Student Services
- Facility Management

#### Preferred Qualifications

- Proven experience in administration or a similar role.
- Strong organisational and Information & Technology skills.
- Developing communication and interpersonal abilities.
- Prepared to grow your knowledge of educational laws, regulations, and best practices.
- Proficiency in Te Reo Māori and understanding of Māori cultural practices.

#### Preferred Skills

- Proficiency in kura management software and Microsoft Office Suite.
- Ability to work collaboratively with diverse groups and personalities.
- Adaptability and a positive attitude
- Problem-solving skills and the ability to handle stressful situations.

#### Working Conditions

- Full-time position with a flexibility outside of standard working hours, to fulfil kura-related kaupapa.
- Work primarily in an office setting within the kura.

#### Application Process

To apply, please submit your resume/curriculum vitae, cover letter, and references to [tari@tuiatematangi.ac.nz](mailto:tari@tuiatematangi.ac.nz) by 5pm, Thursday 23<sup>rd</sup> January 2025. Interviews will be organised shortly following.