MELVILLE HIGH SCHOOL

RECEPTIONIST

Melville High School is looking for someone who wants to ‘make a difference’, a ‘Front Office’ person, who is a team player and has empathy with students and parents alike. Excellent computer skills are essential with previous marketing/web skills an advantage. This position is for 27.5 hours per week during term time.

A job description is available on our website: www.melville-high.school.nz Please forward a covering letter to accompany your CV and including the names of at least two referees to the Principal Melville High School, Private Bag 3107, Hamilton. Phone 07 843 4529, ext. 803, Fax 07 843 1596, Email: principal@melville-high.school.nz Applications close Noon on Friday 27 January 2012.