



Newsletter: Term 1, Week 7, 19th March 2020

Kia Ora everyone

I am acutely aware of the impact that the Coronavirus is having at this time. I will continue to update you with any new information that comes from the Ministry of Education and the Ministry of Health.

Due to the current climate we have decided to postpone the Room 2 camp and calendar events that involve large groups of children being together. This will include our Monday and Friday assemblies until further notice.

Nga Manaakitanga

Jodi Edwards, Principal



It is with sadness that we have received the news from Joy McDonald that she will be retiring at the end of this term. It has been very hard for Joy to make this decision, but she feels the time is right for her and her family.

She will be greatly missed as the heart and soul of our school for over 30 years, her shoes will be very hard to fill. We have tried to keep her retirement quiet at her request, as we all know Joy does not enjoy too much attention.

She has requested a very low key approach for her leaving and we as a staff are very aware of how she wants her leaving to pan out, and are abiding by her wishes. We have things in place to celebrate her time here and the children will be part of this.

We thank Joy for the immense contribution she has made to our school.



SWIMMING: Tomorrow will be our last day of swimming at school. The water is getting cold and the children are taking a while to warm up after their swim.

The Whangarei Heads Surf Lifesaving have kindly donated some kick boards to our school.



**WILD KIWI RUN/WALK/MULTI SPORT EVENT
Has been postponed further notice**



So many wheels!!!

The seniors had a fun triathlon today and the juniors joined in the "wheels" celebration at lunchtime.

OFFICE ADMINISTRATION POSITION (Full Time)

Whangarei Heads School is looking for an experienced administrator to join our school community in the role of Office Administrator. This is a full time permanent position, approximately 35 hours per week, Monday to Friday from 8:30 to 3:30.

Experience of working in a school environment would be advantageous but not essential. The ideal applicant will be experienced in general office duties, conversant with Microsoft and Google applications, and can be versatile and flexible with the daily tasks that are presented, while managing the essential duties of the job. We are looking for someone, who can efficiently manage our school office, with a positive and friendly attitude.

The general tasks of this role includes:

- Front of house duties, meeting and greeting visitors, communicating with families, answering queries and supporting children.
- Accounting and financial management tasks.
- Compiling and distributing a fortnightly newsletter, and communications on social media pages.
- Attending to children in the sick bay.
- Payroll administration.
- Processing enrolments and following procedures.
- General office duties – typing, filing, photocopying.
- Preparation and management of Board of Trustees paperwork and files.
- Minute taking for Board of Trustees meetings.

To apply for this position please send your CV and a covering letter by email to principal@whangareiheads.school.nz

Applications close on Wednesday 25th March.

Interviews will take place on Friday 27th March.