

LEADERSHIP



AWARD

WELLINGTON COLLEGE LEADERSHIP AWARDS

SITUATIONS VACANT

NOTICEBOARD MANAGER

NUMBER OF VACANCIES: 1

JOB DESCRIPTION:

1. Many, many notices and posters are being placed around the school walls, stair wells and doors and being left there, well after the event has taken place. Some more permanent posters etc are falling off or are missing staples, and in other cases, posters are being hung that are in bad taste or inappropriate for this school.
2. On the first supervised study period each week, you will need to go around the sports and cultural notice boards of the school and ensure that all posters etc are current, of relevance and in a presentable state.
3. Use a staple gun to re-attach posters and inform teachers of out of date material

Applications must be made by email stating the reason why you are most suited for the job. These applications should be emailed to Mr Bergin. p.bergin@wc.school.nz