



Nurturing Our Future - Growing Together
Kia atawhai aa mua - Kia tipu ngatahi

Application Package for

Part Time, Fixed Term IT Technical Support





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Tamahere Model Country School
Part Time, Fixed Term IT Technical Support

Seek/Student Job Search & School Newsletter:

Tamahere Model Country School is situated almost equal distance between Hamilton and Cambridge in a semi rural environment, close to State Highway 1 and Hamilton International Airport.

We are a school with supportive community, and parents who have high expectations for their children's education. We strive for all of our students to reach their potential.

We seek a self motivated individual, who is competent and confident with the use of IT and is able to troubleshoot and problem solve.

The ideal candidate must possess good communication skills and a calm methodical manner to support staff with varying levels of expertise in IT needs.

This is a part time position, generally two half days per week, where some weeks will involve very little time, however the position requires onsite work with the flexibility to also respond remotely.

This position would suit someone looking for only a few hours a week, who is interested in working alongside staff and students to help support those who often require a quick fix IT solution. This is a modest role, not suited to someone seeking a high impact or having top salary technology ambition.

As IT Technical Support, you will have an extensive knowledge of devices and other technologies and will be passionate about information technology. You will be logical, patient and practical in your approach, an excellent communicator and relate well to both adults and children.

This part-time, fixed-term position will commence at the start of Term 3, 2026, or as soon as possible thereafter, depending on the successful applicant's availability.

Please promote all of your strengths in your CV and cover letter and ensure you complete the Application Form.

Application packs are available from our website <https://tamahere.school.nz/about-us/vacancies/> or email reception@tamahere.school.nz. Applications close 2.00pm on Wednesday 15th July 2026.

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Kia Manaaki

Honour Be Your Guide

Kaitiaki

Someone who cares for others

Ehara taku toa i te toa
takitahi,
engari he toa takimano

My strength is not that
of the individual, but
that of the collective



Kia Maia

Confident Can-Do

Karawhiua

'Go for it – give it heaps!'

Mauri mahi, mauri ora
Through work, we prosper



Kia Kotahi

Together As One

Mahi Tahi

Working together as one

He waka eke noa
We're all in this together



TAMAHERE
MODEL COUNTRY SCHOOL

Nurturing Our Future – Growing Together

Kia atawhai aa mua – Kia tipu ngaatahi



Kia Manaaki

Honour Be Your Guide

- I am culturally respectful
- I value others and the environment
- I make good choices



Kia Maia

Confident Can-Do

- I am enthusiastic, curious and ask questions
- I try my best even when things are hard
- I am a responsible risk-taker



Kia Kotahi

Together As One

- I am kind and inclusive
- I am reliable and trustworthy
- I listen, share and contribute



TAMAHERE
MODEL COUNTRY SCHOOL

School Description

Ko Taupiri me te Maungakawa te maunga
Ko Waikato te awa
Ko Tainui te waka
Ko Ngaati Hauaa te iwi me te hapuu
Ko Te Iti o Hauaa te marae
Ko Wiremu Tamihana Tarapiipipi Te Waharoa te rangatira
Ko te kura tuatahi o Tamahere te kura

Tamahere Model Country School is situated almost equal distance between Hamilton/Kirikiri and Cambridge/Kemureti in a semi-rural environment, close to State Highway 1 and Hamilton International Airport.

Established in 1884 our school exists within mature grounds and enjoys spacious playing fields. Our school has a very supportive community, and parents who have high expectations for their children's education. An enrolment scheme has operated since 2005, our peak roll is around 430 students. We cater for Year 0 – 6.

Our students/aakonga are encouraged to achieve high academic standards with Numeracy and Literacy being a daily focus. A wide variety of opportunities are offered across all curriculum areas from the Arts/Culture, with kapa haka, choir and productions through to physical education and sports, including outdoor education camps and weekend sporting teams.

School/kura and community/hapori events are valued for their contribution to our children's/tamariki development. Agricultural Day and Pumpkin Night help maintain our rural atmosphere and community/hapori spirit.

As a Model Country School, teacher trainee students are a regular and positive influence on our school environment.

We strive for all of our aakonga to reach their potential.

Kia Aatawhai aa mua - Kia tipu Ngaatahi - our School Vision, drives all aspects of school life. **Kia Kotahi - Together As One, Kia Manaaki - Honour Be Your Guide and Kia Maia Confident Can-Do.** We are a Positive Behaviour for Learning (PB4L) kura.



Model Status

Tamahere School is a Model Country School. This means we have a special relationship with the University of Waikato – School of Education / Te Kura Toi Tangata and ongoing interaction with student teachers. We value this extra dynamic in our school which enhances our learning and teaching programmes.

Tiriti o Waitangi

In our kura, we are committed to incorporating the Tiriti o Waitangi principles alongside the guiding principles outlined in Ka Hikitia, ensuring that our curriculum reflects the values and aspirations of Aotearoa New Zealand. Our approach is anchored in acknowledging the Tiriti o Waitangi principles, honouring our nation's bicultural foundations, and fostering an environment where aakonga can embrace te reo Maaori and tikanga Maaori.

We are dedicated to achieving excellent outcomes for Maaori learners and their whaanau, by recognising and building upon their strengths. As we grow a sense of belonging and connection in our school community, we aim to create an inclusive and supportive environment where all learners thrive.

We strive to provide instruction in Tikaanga Maaori and Te Reo Maaori and Aotearoa New Zealand Histories for all of our students and provide extension with te reo and Kapa Haka opportunities. Our Maaori Achievement Plan (MAP) as attached shows the strategies we use to lift and support our Maaori tamariki. Tamahere Model Country School's curriculum recognises the unique position of Maaori within Aotearoa New Zealand society.

Ngaati Hauaa Iwi are an important part of our community and a taonga that help to guide us.

Cultural Diversity

Tamahere Model Country School values the multi-cultural nature of the Aotearoa - New Zealand society and through our Vision strives to support and honour every child in our kura.

Consultation

The Tamahere Model Country School Board consults regularly with our community. Processes for consultation include school newsletter surveys, Parent Teacher Association (PTA) and Board meetings, Learning Conferences, Parent meetings, and Curriculum meetings.



Beliefs & Values

Tamahere Model Country School aims to foster learning and achievement in a safe and supported learning community. To achieve this we believe in the importance of:

- ♦ Living and valuing our shared vision.
- ♦ Having high expectations of children and their achievements.
- ♦ Developing lifelong learners.
- ♦ Focusing on the needs of individual children and their learning requirements, whilst implementing the New Zealand Curriculum.
- ♦ Literacy & Numeracy are essential skills to develop to achieve success.
- ♦ Encouraging the growth of self-confidence and self worth.
- ♦ Children, staff, and parents respecting and valuing each other.
- ♦ Valuing and respecting diversity.
- ♦ Showing that learning can be fun and children can achieve their dreams.
- ♦ Providing outside experiences to enhance and reinforce classroom learning.
- ♦ Quality teaching and learning environments.
- ♦ A strong partnership between teachers / students / and families.
- ♦ We aim for all our students to reach their potential by providing a physically safe and nurturing environment.
- ♦ A learning environment that recognises effort, enthusiasm, commitment and achievement of goals.
- ♦ Caring and respecting our environment. To cherish our Enviro-School status. To work towards sustainability as a way of being and acting that nurtures people and nature, now and in the future.
- ♦ We will provide a wide range of learning experiences based on the seven essential learning areas and developing the essential learning skills.
- ♦ We recognise that our children will grow up in a vastly different world and we aim to develop the skills of resilience and adaptability.
- ♦ Dedicated and enthusiastic team of professionals, who work to bring out the best in our children.
- ♦ An open door policy and encouraging community involvement.

Person Specification

Part Time IT Technical Support

Tamahere Model Country School is seeking an e-Learning / IT Coordinator with the following skills, qualities and experience:

- is honest, trustworthy, enthusiastic and vibrant.
- exhibits a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
- knowledge of Windows, Google, Apple and other operating systems used within the school.
- knowledge of computer hardware, CCTV, Audio Visual and peripherals.
- knowledge of common internet browsers, office software, Office 365 & other relevant software/tools.
- some knowledge of networking concepts, devices and security.
- ability to manage our school website.
- be active and have the ability to cover a complex and large site.
- ability to communicate well verbally and electronically.
- ability to work within a team.
- be quick to respond and see tasks through to completion.
- is a collegial member who is willing to become actively involved in the corporate life of the school.
- will uphold and support our school directions and values.
- able to work flexibility and supportively.
- Has a rapport with students.
- acknowledge and celebrate cultural differences.
- has a number of skills that will benefit our school.
- will fit comfortably within the culture of the Enviro School ethos.
- show commitment to ongoing personal and professional development.
- shows patience and perseverance when assisting others.
- have and demonstrate a problem solving approach and mindset.

Position Description – Part-Time ICT Support Technician

PURPOSE OF THE ROLE:

The ICT Support Technician is responsible for ensuring the school's technology systems, devices, and digital platforms operate effectively to support teaching, learning, and administration. The role provides frontline technical support to staff and students, manages school-owned devices and user accounts, and works with external providers, where specialist support is required. The successful applicant will be a proactive problem-solver who can work independently and communicate effectively with people of varying levels of technical confidence.

KEY RESPONSIBILITIES:

1. ICT Support and Troubleshooting

- Act as the first point of contact for ICT-related issues across the school.
- Diagnose and resolve hardware, software, network and user support issues.
- Escalate issues to external providers and manage them through to resolution. (TTS, N4L)
- Provide practical support and guidance to staff.
- Identify recurring issues and implement sustainable solutions.
- Support staff to build confidence and capability in using technology.
- Look for opportunities and improvements within the school.
- Maintain the School Website as required.

2. Device Management

- Procure, configure, deploy and maintain school devices and related technologies.
- Manage teacher laptop leases through the TELA programme.
- Maintain Windows device enrolment and management through Microsoft 365 Admin Centre.
- Monitor replacement cycles and recommend upgrades.
- Manage Chromebooks, iPads and any other classroom devices.
- Maintain an accurate ICT asset inventory.

3. User Account Administration

- Create, modify and manage staff and student accounts, including a student register.
- Administer Microsoft 365, Google Workspace and permissions.
- Manage email groups and distribution lists. (Google Admin)
- Support annual rollovers and onboarding/offboarding processes.
- Ensure privacy and security requirements are maintained, working with our external partners where required.

4. Educational Technology Support

- Support Google Workspace and other learning platforms.
- Assist teachers in integrating technology into teaching programmes, or provide support.
- Support students experiencing technical issues with BYOD or school devices.
- Promote digital citizenship and responsible technology use.

5. Vendor and Service Management

- Liaise with TTS, N4L, TELA, Ministry of Education support services and technology vendors.
- Obtain quotations and provide purchasing recommendations.
- Seek cost-effective technology solutions.

6. ICT Planning and Continuous Improvement

- Provide advice to school leadership on ICT needs and opportunities.
 - Assist with maintaining secure and reliable technology systems.
 - Identify opportunities for improvement and efficiency.
 - Maintain awareness of emerging educational technologies.
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SKILLS & EXPERIENCE

Essential

- Demonstrated experience providing ICT support in a business or educational environment.
- Strong troubleshooting and problem-solving skills.
- Experience administering Microsoft 365 environments.
- Experience managing Windows devices.
- Working knowledge of Google Workspace administration.
- Ability to prioritise competing requests and work independently.
- Excellent interpersonal and communication skills.
- Strong organisational and record-keeping abilities.

Desirable

- Experience working in a school environment.
- Experience with device deployment and management platforms.
- Understanding of cybersecurity principles and best practices.
- Experience with BYOD programmes.

Personal Attributes

- Service-oriented and approachable.
- Patient when supporting users with varying technical knowledge.
- Self-motivated and proactive.
- Reliable and professional.
- Exercises sound judgement and discretion.
- Committed to continuous improvement.

Success in the Role

- Reliable operation of school technology systems.
- Timely resolution of support requests.
- Well-managed staff and student accounts.
- Accurate ICT asset records.
- Positive staff experience and confidence in technology use.
- Effective management of technology resources within budget constraints.
- Communicating with staff effectively in a proactive manner.



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Proposed Timeline

Part Time, Fixed Term IT Technical Support Position

Date	Process
Thursday 2nd July 2026	Advertising: Seek Student Job Search School Newsletter
2.00pm Wednesday 15th July 2026	Closing date for applicants
From the time of receiving the application.	Referee Checks and Short Listing
Between Tuesday 21st to Friday 24th July 2026	Interviews
Between Tuesday 28th July and Friday 31st July 2026	Offer made to successful applicant. Appointment subject to independent police check and validity of information provided. If successful applicant declines, the next successful applicant will be offered the position.

Thank you for your interest in our position.

We look forward to receiving your application.