27 February 2025

**Accounts Payable Position**

**5 week cover part time position  
1 May 2025 to 4 June 2025**

Thank you for your interest in this position. We look forward to receiving your application.

Lincoln High School is a contemporary state, co-educational school in a university town on the outskirts of Christchurch. Our roll has approximately 1400 students. We draw from a semi-rural catchment area in the Selwyn District. The school is an equal opportunity employer and works within the principles of the Treaty of Waitangi. The staff are professional, talented, supportive and tolerant; our team approach is a major factor in the positive atmosphere of the school.

The paramount consideration at Lincoln High School is the needs of the students. The Linc (mentoring) system, the house structure, and pastoral care system are designed to provide ongoing support and guidance to students. The school provides a warm and caring environment for all students and encourages them to become lifelong learners through individual learning, and learning with others.

The school's curriculum is broad and designed to meet the individual needs of our students. They work in an orderly, well-disciplined environment which, alongside our tikanga, emphasises a positive work ethic, personal responsibility, and self-discipline. The school is future focused and collaborative with a variety of innovative learning spaces. We have a very committed Board and a positive, supportive community.

Our school has a reputation for innovation, forward thinking and excellence in all facets of school life. Our main focus is the development of a Learning Community, focusing on teacher learning as the leverage for improving student learning. Teacher learning teams are a feature of the school.

I am very proud to be the Principal of Lincoln High School and urge you to read our most recent ERO review.

Applications are to be sent, by email, to Toni Soppet: [tso@lincoln.school.nz](mailto:tso@lincoln.school.nz). All receipt of applications will be acknowledged. Applications close: 20 March 2025 at 5pm

Further information can be found on our school website, ERO report, NZQA statistics, School Strategic Plan, School Annual Plan.

Please feel free to contact me if you require any further information.

Ngā mihi

Adrian Fastier  
Principal