



St Margaret's College
Balanced foundations, bright futures.

Board Administrator Part time role

St Margaret's College (SMC) is one of New Zealand's leading girls' schools with a proud history of academic, sporting, and cultural excellence. Through a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, students and staff are encouraged and supported to discover their passions and be the very best they can be. The campus is one of the most modern in Christchurch and staff enjoy a working environment that is committed to the continual advancement of quality teaching and learning.

The role

We are seeking a Board Administrator to play a pivotal role in supporting the effective functioning of the College's Trust Board. This part time role provides administrative support, ensuring the smooth flow of information and assisting in the organisation and documentation of meetings and decisions.

The role will require a commitment of between 5-10 hours per week. There are generally 9 Board meetings per annum on a Monday evening. We anticipate this role will start in May and the role will be engaged as a contractor.

About You

We are looking for someone who can bring their excellent communication and organisational skills, together with great attention to detail. As this role covers governance and compliance, someone with previous board administrative or secretariat experience in a school environment would be beneficial.

To be successful in this role you will need to be flexible, organised, a proactive problem solver and able to navigate the complexities of compliance, so if this sounds like you, we would love to hear from you.

To learn more, we invite you to view the position description on our website:
<https://stmargarets.school.nz/explore-our-college/meet-our-people/work-at-smc/>.

To apply, please send your CV and application letter by email to Mandy Stansfield, HR Manager at recruitment@stmargarets.school.nz

Applications close on 28 April 2024 at midnight.