



St Margaret's College
Balanced foundations, bright futures.

Coach and Sport Administrator Permanent part time, school term time only

St Margaret's College offers a unique education for girls from Year 0 through to Year 13 for boarding and day girls. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

The Role

We are seeking a motivated and enthusiastic Coach and Sport Administrator to join our Sports Office team. This exciting role is permanent part time, working 10 hours per week during school term time.

You will enjoy a professional environment and being part of a fabulous team. Previous experience in sport administration would be an advantage.

What you'll bring

A passion for sport, organisation and administration and enjoy working with a range of different people including staff and students and sports coaches.

You'll bring your superb organisational skills, be people focused and enjoy working as part of a team and autonomously.

If this sounds like you, we'd love to hear from you.

A Position Description is available 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 Helen Belcher, Director of Sport at recruitment@stmargarets.school.nz

Applications close on 28 April 2024 at 4.00pm.