



School Operations Manager Permanent Full-time Position

St Margaret's College (SMC) is one of New Zealand's leading girls' schools with a proud history of academic, sporting, and cultural excellence. We have multiple learning pathways and a strong emphasis on wellbeing and pastoral care, as well as academic success.

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.

Join our team

Are you experienced working alongside and influencing school leadership and academic leadership teams? If so, we are seeking an organised and proactive professional with a passion for ensuring the smooth running of a busy and dynamic school environment. The School Operations Manager will be critical in supporting our complex daily operations and ensuring an efficient, safe, and well-managed school.

About the Role

As our School Operations Manager, you will be responsible for working closely with senior leadership, Heads of School, teaching and support staff to develop the school calendar, term planners and manage our education outside the classroom (EOTC) activities. The role extends to working across the school to ensure that daily operational aspects of St Margaret's College are proactively managed, coordinated and communicated across the school in an effective and efficient way. This role does require knowledge and experience of working within a school setting.

Key Responsibilities

- Oversee day-to-day school operations, ensuring all logistical and administrative processes run smoothly
- Manage the school's calendar, term planner and schedules to optimise efficiency across the school
- Key support and coordination of education outside the classroom (EOTC)
- Support our extended Academic Leadership Team

About You

We are looking for an adaptable and detail-oriented individual with strong organisational, relationship management and problem-solving skills to fulfil the breadth of this role. The ideal candidate will have:

- Experience in influencing school leadership to maximise the daily operational effectiveness of the school
- Experience of working in an educational setting
- Excellent communication and interpersonal skills
- Strong IT skills, including proficiency in Google and school systems (Kamar)
- The ability to multitask, prioritise, and work under pressure
- Knowledge of education outside the classroom would be advantageous



St Margaret's College

Balanced foundations, bright futures.

If you are an enthusiastic and proactive professional looking for an exciting opportunity in school operations, we would love to hear from you. We are open to considering a part time opportunity.

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 cover letter by email to Mandy Stansfield, HR Manager at recruitment@stmargarets.school.nz

Applications close on Sunday 30 March 2025 at midnight.