



Assistant Receptionist / School Administrator Permanent Part-time Position 20 hours per week term time only

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 Role

We are looking for a warm, professional and experienced Assistant Receptionist / Administrator to join our busy Administration team and help support the smooth running of our school.

In this varied and people-focused role, you'll provide a broad range of secretarial and administrative support across the school while working alongside our Receptionist at the front desk. You'll be the first point of contact for staff, students, parents, and visitors, so a confident, friendly, positive and professional manner is essential.

The ideal candidate will have excellent written and verbal communication skills with exceptional attention to detail and enjoy multitasking between the school's various responsibilities. They will also be able to demonstrate strong computer skills, have competent typing experience and have confidence in handling phone calls.

A flexible multitasker who enjoys working across a variety of tasks and priorities with a strong understanding of confidentiality and initiative being a must.

This role combines secretarial duties with day-to-day school administration, so experience in a busy office environment, ideally within a school, will be an advantage. Most importantly, you'll bring a positive, can-do attitude and a readiness to contribute to a supportive and collegial team.

If you love variety, thrive in a team environment, and have the skills to juggle multiple priorities and stakeholders, often working under pressure in a complex environment, while delivering excellent service, we'd love to hear from you.

This role will be 5 days per week 4 hours per day between the hours of 9.30am – 2.30pm (to be negotiated) and is school term time only approximately 40 weeks per year.

About You

The successful applicant will possess the following attributes:

- Excellent computer and communication skills
- Excellent telephone manner
- Great professional presentation
- Accuracy and an outstanding attention to detail
- Exceptional organisation and prioritisation skills
- Experience in KAMAR would be advantageous, but full training will be provided
- Flexibility, and a team player

A Position Description is available on our website:

<https://stmargarets.school.nz/explore-our-college/meet-our-people/work-at-smc/>.



St Margaret's College

Balanced foundations, bright futures.

To apply, please send your CV and cover letter by email to Brian Woods, Director of ICT at recruitment@stmargarets.school.nz

Applications close on Sunday 27 April 2025 at midnight.