



St Margaret's College
Balanced foundations, bright futures.

Relief Coordinator and Administrative Assistant Permanent Part-time - Term time

About Us

St Margaret's College offers a unique education for girls from Year 0 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. 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

Are you highly organised, people-focused, and thrive in a fast-paced environment? This pivotal role sits at the heart of our administration team, ensuring the continuity of learning for our students every day.

You'll be responsible for coordinating relief teachers to cover both planned and unexpected absences, playing a key role in keeping teaching and learning on track. Success in this position relies on your ability to build strong relationships with our pool of relieving teachers, while managing the daily logistics with precision and calm efficiency.

Alongside relief coordination, you'll provide administrative support to our academic leadership team and administration team, contributing to the smooth running of our College.

The Hours

The hours will be Monday to Friday 6.30am to 12.30pm, term time only.

About You

If you thrive in a high-pressure environment with tight deadlines, this could be the role for you. You will bring your love of working with people, outstanding communication and organisational skills, a positive, can-do attitude, be a problem solver and able to build excellent relationships.

This role is busy and fast paced, often needing to find relief staff at the last minute, so your resilience and patience will be required every day. Previous experience working in the educational sector would be advantageous.

This role will commence no later than mid-January 2026.

Please note, only applicants with NZ residency or a valid NZ work visa will be considered.

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 Brian Woods, Director of ICT at recruitment@stmargarets.school.nz

Applications close on Sunday 19 October 2025 at midnight.