



Position Description

Position title	Relief Coordinator and Administrative Assistant
Position reports to	Director of ICT
Tenure	Permanent, part time, term time - 6.30am to 12.30pm
Date	October 2025

About St Margaret's

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.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

Our Purpose

Empowering girls to learn, live and lead.

Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūtake

Purpose of the position

To be responsible for all relief requirements of the school, ensuring correct and accurate records of staff and relievers is current and up to date. This role is also responsible for general and academic administrative duties and room booking request together with managing relief for approved professional development requests.

Direct reports: 0

Key Accountabilities

Accountability	Expected deliverables
Staff Relief (Datalogue)	• Check the relief mobile and email each morning from 6.30am for any unexpected outs of teaching staff and organise relief as applicable • Organise, monitor and prioritise staff relief on a daily/weekly basis • Maintain the relief teachers database • Maintain records of relief teachers teaching registrations and end dates • Maintain accurate records for payroll, including timesheets for part time and relief teaching staff and recording teaching staff absences • Publish the weekly staff relief schedules • Notify all staff via email of unexpected staff out on a given day and relivers (as applicable) • Complete and update the weekly diary for planned and unexpected staff out • Ensure the accurate and timely processing of all administration relating to relieving staff
General Administration	• Provide general administrative support as needed as part of the Administrative team • Manage room bookings for events, exams, room changes • Provide academic and administrative support as required.
Exam, Testing and Competition Administration	• In collaboration with the Deputy of Senior School (Academic) ◦ Administer the Senior exam timetable, any timetable changes and organise exam supervisors ◦ Arrange and manage room bookings and supervision for various other exams, entrance testing, competitions for Facilities and Year groups. • Collate the Year 9 and 10 exam timetable information.
Being part of the St Margaret's team	• Actively, collaboratively and positively participate as a member of the administration team • Proactively look for opportunities to improve processes • Perform any other duties as reasonably required by the Director of ICT • Comply with and support all health and safety policies, guidelines and initiatives • Ensure all incidents, injuries and near misses are reported into PeopleSafe • Understand and adhere to all St Margaret College procedures, policies, guidelines, and standards of integrity and conduct. • Understand and adhere to all St Margaret College procedures, policies, guidelines, and standards of integrity and conduct.

Functional Relationships

- Leadership team
- Academic leadership team
- Reception and Admin team
- School staff
- Relief staff
- Finance
- Community Relations office

Qualifications & Experience

- Ability to quickly establish credibility, have a personal impact and build excellent working relationships, mindful of the special character of the school
- Experience in working in a school environment would be an advantage for this role
- Exceptional interpersonal and verbal and written communication skills
- Computer literate in an Apple environment
- Strong organisational skills with the ability to multitask and prioritise work effectively
- Work flexibly and be adaptable to changing tasks and deadlines
- Able to work as part of a team and autonomously
- Attention to detail and a high level of accuracy
- Able to maintain confidentiality and professional at all time
- Flexible and adaptable to changing priorities.