



St Margaret's College
Balanced foundations, bright futures.

Compliance and Health & Safety Administrator Permanent Full 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

This diverse position combines executive administration with compliance, health and safety, risk management and policy coordination. No two days are the same, making it ideal for someone who enjoys variety, takes pride in organisation and is motivated by improving systems and supporting others.

You will work across the school, building strong relationships with leaders, staff and external contractors while helping ensure our compliance obligations are met and our health and safety culture continues to grow.

Key responsibilities

- Provide executive and administrative support to the General Manager, including meeting coordination, reporting and operational administration
- Coordinate contractor documentation, onboarding, police vetting and compliance requirements
- Support the administration of the schools Health & Safety programme, including committee meetings, incident reporting, audits and Trust Board papers
- Manage the school's SchoolDocs policy platform, coordinating policy reviews and stakeholder feedback
- Support managers with compliance documentation and risk assessments
- Identify opportunities to improve systems, processes and reporting

About You:

An experienced administrator who enjoys working behind the scenes to ensure everything runs smoothly. You are confident managing multiple priorities, have excellent attention to detail and are comfortable handling confidential information with discretion.

Ideally you will bring:

- Experience providing executive or senior administrative support
- Previous experience in health and safety, compliance or policy administration
- Outstanding organisation and time management skills
- Excellent Microsoft Office skills and confidence using digital systems (experience with Google Workspace, PeopleSafe or SchoolDocs would be advantageous)
- A proactive approach, sound judgement and the ability to work independently
- Strong relationship building skills with people at all levels
- A comprehensive understanding of workplace Health & Safety and risk management principals

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 Fionn Moore, General Manager at recruitment@stmargarets.school.nz

Applications close on Thursday 13 August 2026 at midnight.