



Position Description

Position title	Compliance and Health & Safety Administrator
Position reports to	General Manager
Tenure	Permanent, full time
Position Description Date	July 2026

About St Margaret's

Empowering girls to learn, live and lead lies at the heart of St Margaret's College's ambition. In a rapidly evolving social, economic, technological and environmental landscape, we adapt continuously to ensure our students are ready to make their way in the world, while upholding values that remain as important today as they did when our College was founded over a century ago.

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 pūake.

Purpose of Position

The purpose of this position is to provide proactive, quality administration support to the General Manager to ensure the School's compliance and health and safety requirements are met.

Key Accountabilities

Key Responsibility	Key Accountabilities
PA and Administration	● Executive Assistant Support: Provide high-level administrative support to the General Manager, including meeting scheduling, business and operational team staff administration and the compilation of operational reports. ● Secretarial & Communication Excellence: Deliver advanced secretarial services, including timely agenda preparation, accurate minute-taking, and the professional formatting and distribution of school communications. ● Confidential Business Support: Provide reliable, discreet administrative assistance to the Business Manager, maintaining the utmost confidentiality regarding sensitive financial and organisational matters.
Contractor Management	● Contractor Documentation & Procurement: Prepare annual Contract for Service letters and associated onboarding paperwork for itinerant teachers, tutors and independent contractors, both at the start of the year and on an ad-hoc basis. ● Contractor Compliance & Vetting: Coordinate documentation processes for all external contractors,



	ensuring strict ongoing compliance with mandatory safeguarding requirements, including police vetting, and insurance where necessary. • Monitor, track and support recruiting managers to ensure necessary prequalification and induction processes are complete
Health, Safety & Incident Management	• Committee and Working Group Support: Provide comprehensive administrative support to Health & Safety meetings, committees, and working groups, including preparing agendas, distributing papers, taking accurate minutes, and tracking follow-up actions through to completion. • PeopleSafe Reporting & Analysis: Generate and review regular incident reports within PeopleSafe, analysing data to provide clear summaries and outcomes for the General Manager. • Incident & Hazard Triage: Receive, record, and triage all incident, hazard, and near-miss reports; assist with information gathering, coordinate corrective action tracking, and promptly escalate any potentially notifiable matters to the General Manager. • Staff & Contractor Advisory Support: Deliver responsive, practical Health & Safety advice and support to staff, managers, and contractors within the defined scope of the role and under the direction of the General Manager. • Site Inspections & Hazard Identification: Conduct regular physical site checks to identify occupational health and hygiene hazards, ensuring all findings are promptly logged and escalated to the General Manager for formal assessment. • Asset & Equipment Compliance (Gear List): Collaborate with the Property and or other relevant Manager to support the development and tracking of the school's equipment and gear list, ensuring all relevant compliance data is accurately maintained within PeopleSafe. • Training & Induction Coordination: Coordinate the scheduling, internal communications, and evidence collection for all staff Health & Safety inductions, refresher training, and mandatory compliance requirements.
Risk	• Risk Register Maintenance: Support General Manager in maintaining and updating the school's central Risk Register, ensuring all identified operational, financial, and strategic risks are accurately logged. • Health and Safety Risk Register Maintenance: Update and coordinate the School, Departmental and Faculty, Health and Safety Risk Registers • Mitigation Tracking: Monitor the progress of agreed risk mitigation strategies, controls and action plans, following up with relevant department heads or staff members to ensure deadlines are met. • Board Reporting Preparation: Assist the General Manager in compiling and formatting risk management reports, heat maps, health & safety reports and compliance updates for presentation to the Trust Board and Risk Committee. • Compliance Documentation: Support General and Departmental Managers to facilitate necessary risk assessments, reviews and health and safety audits, including tracking, recording and archiving of final reports and



	completion of recommendations ensuring school is audit ready. • Policy Alignment: Ensure that risk management administrative practices align with the school's wider policies hosted on SchoolDocs and relevant legislative frameworks (e.g. Health and Safety at Work Act). • Administrative Support: Provide general administrative assistance to the General Manager during annual risk reviews, crisis management planning, and internal/external safety audits.
Policy Administration	• SchoolDocs Content Management: Serve as the primary administrator for the school's SchoolDocs portal, ensuring all institutional information, staff details, and specific school procedures remain accurate and up to date. • Policy Review Cycle Coordination: Monitor, track, and manage the triennial SchoolDocs policy review cycle; proactively identify upcoming policies requiring review by the Trust Board, staff, or parent community. • Stakeholder Feedback Facilitation: Coordinate the collection and collation of feedback from the school community during scheduled policy review periods, synthesising inputs for Board consideration. • Trust Board Meeting Preparation: Prepare comprehensive compliance and policy review briefings, agendas, and supporting documentation ahead of all scheduled Trust Board meetings. • Compliance Alignment: Review proposed SchoolDocs updates and amendments against current legislative changes, ensuring the school's localised documentation reflects the latest legal requirements and Ministry of Education guidelines. • Policy Communication & Implementation: Ensure updates, new policies, or revised procedures finalised by the Board are effectively communicated to relevant staff and integrated into daily school operations. • Audit & Advisory Support: Act as the internal point of contact for SchoolDocs-related queries, assisting the Compliance Committee Chair and Executive Principal during internal or external compliance audits.
Being part of the St Margaret's team	• Actively, collaboratively and positively participate as a member of the team • Proactively look for opportunities to improve processes • Perform any other duties as reasonably required to support the school • Comply with and support all health and safety policies, guidelines and initiatives • Ensure all incidents, injuries and near misses are reported into People Safe • Adhere to all St Margaret College procedures, policies, guidelines, and standards of integrity and conduct.

Functional Relationships

- General Manager
- Heads of Department and Faculty
- Executive and Assistant Principal
- Staff & Heads of School
- School office, reception and admin team



Core behaviours

- **Teamwork** – identifies opportunities and takes action to build operational relationships between the school or teams to help achieve shared goals
- **Results focused** – sets challenging goals for self and understand performance expectations
- **Effective communication** – understand and communicates their role and message to the wider organisation
- **Team player** – relates well to people and is personable with a keen sense of humour, remaining calm and approachable. A readiness to support and promote the vision and values of the school
- **Resilience** – able to think logically and multi-task in time-critical and stressful situations
- **People focused** – have a natural empathy for people of all generations and an ability to listen and engage at every level.

Qualifications & Experience

- Experience in providing administrative and executive support to a senior leader
- Excellent verbal, written and interpersonal communication skills
- Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others
- High level of integrity and professionalism
- Demonstrated ability to exercise discretion, tact and diplomacy when dealing with confidential matters
- Strong organisational ability to optimise and prioritise conflicting demands in a busy environment, using own initiative
- Good analytical skills and attention to detail
- High level of computer literacy, particularly with Mac and Microsoft Office applications. Google Suite experience would be an advantage.
- Excellent self-management skills, including working effectively without direct supervision, managing and organising fluctuating workloads
- Able to personally cope with ambiguity and change
- A team player, whilst able to work independently and considers the views of others.
- A comprehensive understanding of Health & Safety and Risk Management in the workplace including policy administration.