



School Administration Vacancy

8.00am – 3.30pm Monday - Friday (Term Time)

Due to roll growth, we are seeking an Administration team member to commence as soon as possible in preparation for the new 2026 school year.

Located at our Botany Campus (Years 10–13), this pivotal role requires a professional who balances administrative excellence with the relatability needed to engage with teenagers. We are seeking an individual with a mature outlook, exceptional communication skills, and a high level of initiative. While previous school experience is preferred, your meticulous attention to detail and ability to represent the campus with professionalism will make you our ideal candidate.

This position provides the opportunity to work with a great team in a pleasant working environment, with a clear purpose and strong values. All applicants must authentically adhere to the Special Character and Christian values of the school.

The hours are 8.00am to 3.30pm Monday to Friday, term time only, (some holiday work will be required).

All applications must be received via our online (non-teaching) application form: <https://www.elim.school.nz/our-school/employment/> Applications close Friday 16 January 2026.

All applicants must be able to attend a face to face interview, if short listed, and be a permanent NZ resident.