

Middleton Grange School

Support Staff Position Description

Position Description:	HUMAN RESOURCES ADMINISTRATOR
Employee's Name:	TBC
Hours of Work:	10 - 20 hours per week (negotiable) / Term time only Fixed Term until 19 December 2025
Collective Agreement:	Support Staff in Schools
Position Grading:	Dependent on experience

Middleton Grange School is a leading State Integrated co-educational Year 1 - 13 Christian school in Christchurch, committed to providing a high-quality education within a supportive and nurturing environment. We value our staff and strive to create a positive and collaborative workplace.

The Role:

We are seeking a proactive and organised HR Administrator to join our team on a part-time, fixed term basis until the end of the 2025 school year. This fixed term role is a special project and will provide essential HR support and administration, contributing to the smooth and efficient running of our school for 2025.

Key Responsibilities
<ul style="list-style-type: none">• Provide administrative support for HR processes, including recruitment, onboarding, outboarding, and employee records management.• Assist with the development and implementation of school policies and procedures.• Maintain accurate and up-to-date employee data in our HR information system.• Support the Deputy Principal - Wairoa & Staffing with various HR projects and initiatives.• Assist with the management of leave and absence records.• Other responsibilities as requested.
Skills and Experience
<ul style="list-style-type: none">• Proven experience in an HR administration or similar role.• Strong understanding of New Zealand employment legislation and appropriate Collective agreements.• Familiarity with school operations and educational employment requirements.• Excellent organisational and time management skills.• High level of accuracy and attention to detail.• Strong communication and interpersonal skills.• Proficiency in Microsoft Office Suite and HR information systems.• Ability to maintain confidentiality and handle sensitive information with discretion.• Relevant tertiary qualification in Human Resources (desirable).

Terms of Employment

- Part-time: 10 - 20 hours per week (negotiable), term time only.
- Fixed-term contract until 19 December 2025.
- Competitive hourly rate, commensurate with experience.
- Supportive and collaborative work environment.
- Hybrid work model negotiable
- A commitment to the Christian ethos of the school.

Reporting Responsibilities

Responsible to the Principal

How to Apply:

Please submit your completed application form, CV and cover letter outlining your suitability for the role, and your application form to office@middleton.school.nz

Closing Date:

30 April 2025 9am

We look forward to hearing from you