



Middleton Grange School

Human Resources Administrator

Job Description

CHARACTER EXCELLENCE SERVICE FOR THE GLORY OF GOD

Directly Accountable to Principal

Functional Relationships:

- Principal
- Senior Leadership Team
- Teaching Staff
- Support Staff

To provide essential HR support and administration, contributing to the smooth and efficient running of our school.

Support Staff

10-20 hours per week (negotiable)

Term time only

Covered under the most recent Support Staff in Schools Collective Agreement – Grading dependent on experience

Special Character

Key Indicators:

- Model Christian servanthood.
- Promote the Christian school and Christian education.
- Actively engaged in opportunities to enrich ability to teach Christianly.
- Develop strong relationships based on Christian principles with pupils, staff and other members of the School community.
- Integrate the School's Special Character with the New Zealand Curriculum.
- Implement initiatives which focus on the Special Character of Middleton Grange School

Responsibilities and Duties

- 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 – Waioira and Staffing with various HR projects and initiatives
- Assist with the management of leave and absence records
- Other responsibilities as required

Skills and Experience

- 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).