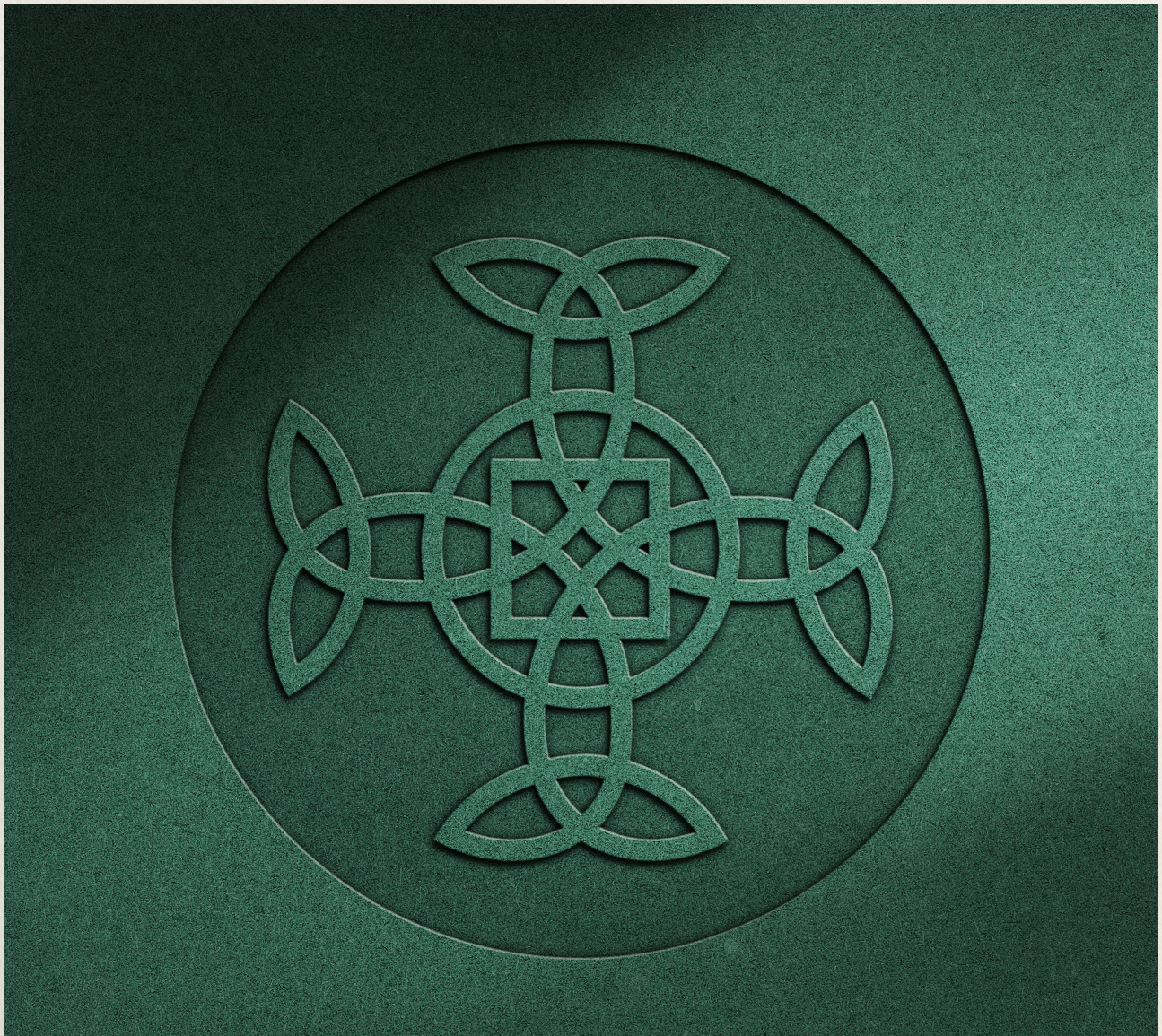




Appointment of

Administrator & Wellbeing Centre Receptionist



JANUARY 2026



Invitation from the Principal

Thank you for your interest in this role at St Cuthbert's College. You are considering this opportunity at an especially exciting time, as we have just launched our high-level strategy for 2025-2030, marking an ambitious new chapter in the College's distinguished history.

Since starting as Principal at St Cuthbert's in August 2024, I have been on a voyage of discovery as I get to know this remarkable school, our talented staff, welcoming community and most of all, our inspiring students.

Building on our legacy of educational excellence, we are looking to the future, to ensure we continue to best prepare and empower our students for their futures in a rapidly changing world.

We believe the choices we make today shape our future. At St Cuthbert's, we have the ambition and ability to be a leading school within the APAC region, through our intentional focus on learning for girls which is developed within a framework of research and innovation.

Our 2025-2030 plan, which will be rolled out over the next five years through strategic initiatives, is anchored in our vision to nurture, educate, and enable young women who are curious, confident and compassionate - remarkable individuals who will step beyond our green gates with the knowledge, integrity, and aspiration to shape a better world.

Educational excellence drives all we do, and we want to continue to enhance our programmes and approaches to deliver on world class learning for our staff and students. We are strategically investing in our learning environments across both our Epsom and Kahunui campuses to accommodate our enrolment growth and also to create spaces that actively enable the innovative educational experiences central to our vision.

I warmly encourage you to explore this briefing pack and consider joining us in shaping the next chapter of St Cuthbert's remarkable story.

Charlotte Avery
Principal, St Cuthbert's College

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Contact Information

humanresources@stcuthberts.school.nz



St Cuthbert's College

A Remarkable Place for Learning

At St Cuthbert's College, we stand proudly as one of New Zealand's leading all-girls schools, with a powerful legacy of excellence in every aspect of girls' education. Our approach creates an environment where young women discover their strengths, develop their voices, and prepare to make their mark on the world.

The power of an all-girls education at St Cuthbert's is evident in every aspect of school life. Every leadership role, every position on sports teams, every classroom experience, and every learning opportunity is filled by girls. Every voice that speaks up in class is a girl's voice, creating an environment where our students feel empowered to take risks, to lead, and to be heard without self-consciousness.

Academic Excellence

Our academic programme is rigorous and challenging, designed to spark curiosity and foster a genuine love of learning. We consistently achieve outstanding results across both NCEA and the IB Diploma, with near-perfect UE pass rates and exceptional achievements that place us among the top schools globally. However, our focus extends beyond grades – we nurture well-rounded, confident, and capable young women prepared for success on local, national, and international stages.

A crucial part of what makes St Cuthbert's special is our ability to attract the very best teachers and subject experts. Our dedicated educators engage, encourage, and nurture our girls to be the best they can be, fostering a love of learning that extends far beyond the classroom. Every student matters and is known and valued, with teachers delighting in helping each girl become the very best version of herself.

Building Character and Resilience

Our holistic approach to education includes an extensive co-curricular programme offering rich opportunities in sports, performing arts, cultural pursuits, and outdoor education. A cornerstone of the St Cuthbert's experience is our unique Kahunui programme – a month-long Year 10 experience at our rural campus in the Bay of Plenty. This transformative programme, conducted off the grid, builds resilience, interpersonal skills, and confidence through deep connections between people and the environment.

Christian Heritage and Service

As a Christian school in the Presbyterian tradition, we warmly welcome girls of all faiths and secular backgrounds. Our motto "By Love Serve" has been the cornerstone of our College for over a century, guiding generations of students with its ethos of leadership through service to others. This commitment to service remains as relevant today as it was in 1918, underpinning everything we do.

Preparing for Tomorrow

In a world changing at lightning pace, we're ensuring our girls are ready for the future. Our curriculum develops critical thinking skills, adaptability, and resilience to navigate tomorrow's challenges. We're committed to continuously evolving our programmes to prepare students not just for today's opportunities but for careers that may not yet exist.

A Supportive Community

The St Cuthbert's community extends beyond our students to encompass families, staff, and our remarkable alumnae network. We understand the challenges of modern parenting and work in partnership with families throughout their daughter's educational journey. Our community is enriched by our scholarship programmes, including academic, boarding, performing arts, and the Endeavour Scholarship programme for students of Māori/Pasifika descent.

Our Campuses

Our Junior and Senior School campuses share one site in Epsom, creating a unique sense of connection between students of all ages, while our Kahunui outdoor campus, located in the Bay of Plenty, provides an unparalleled environment for personal growth and character development.





Governance

St Cuthbert's is governed by a Trust Board whose role is to oversee strategic planning for the school and to ensure that the school is upholding the vision and values of its founders.

There are Board committees for: Audit and Risk; People and Culture; Fundraising; and Infrastructure.

Board members are:

- Leigh Melville, Trust Board Chair
- Angela Bull, Deputy Chair
- Alana Barron
- Lisa Crooke
- Anna Cupples
- Hamish Firth
- Adarsh Patel
- Penelope Peebles
- Donald Reid
- Scott Weenink
- Fraser Whineray
- Nancy Zhang

Our Vision, Mission, and Values

Our Vision

Building on our rich legacy, our vision is to nurture, educate and enable young women who are curious, confident and compassionate. As they step beyond our green gates, these remarkable individuals will possess the knowledge, integrity, and aspiration to shape a better world.

Our Mission is to empower each student to:

- Discover and develop their individual talents and passions
- Cultivate curiosity, creativity, and critical thinking skills
- Build integrity, self-confidence and adaptability
- Foster empathy, compassion, and a sense of global citizenship
- Acquire the knowledge and skills needed for success in their chosen paths
- Embrace lifelong learning and personal growth.

Our Values and Motto

As our students leave our green gates, they take with them a deeply ingrained ethos of service and giving back, along with the values to support them in making a difference in the world.

Launched last year, our SERVICE values framework builds upon our cherished motto "By Love Serve" (leadership through service to others) and guides everything we do. 'By Love Serve' has been synonymous with what it means to be a St Cuthbert's girl since 1915 and remains as relevant today as ever.

Our SERVICE values are lived experiences at St Cuthbert's, woven into the fabric of daily life from the classroom to the sports field, from community service projects to global initiatives. They provide our students with a roadmap for personal growth, ethical decision-making, and meaningful contribution to society.

						
Spirit Wairua 精神	Excellence Kairangitanga 卓越	Resilience Manawaroatanga 韧性	Valour Toanga 勇气	Integrity Ngākau Pono 诚信	Collaboration Mahi Tahī 协作	Empathy Ngākau Aroha 同理心
We have confidence and pride in who we are and know that we are connected to something greater than ourselves.	We strive for our personal best for the greater good.	We are strong in character and adaptable when approaching new challenges.	We exemplify authenticity, courage and perseverance in matching our beliefs with action.	We embody honesty and respect in our learning, communities and environment.	We harness our diversity and unique perspectives, recognise the power of teamwork and strive for shared goals.	We care for one another, with kindness, compassion and humility.

Strategic Direction 2025–2030

To support our Vision and Mission, we have recently launched our 2025–2030 strategic direction to our staff. Developed collaboratively with our staff in the later part of 2024, this high-level strategy marks an ambitious new chapter in the College's distinguished history.

St Cuthbert's is a remarkable school: distinctive, distinguished, and high achieving. For over a century, we have educated young women for lives filled with purpose and meaningful connections. Grounded in our cherished motto, "By Love Serve," our SERVICE values are integral to our vision and strategic direction and are lived out each day.

We recognise that excellence is personal at St Cuthbert's and every student has the potential to lead a remarkable life, become a woman of influence and leave a unique mark on the world.

Our exceptional educators provide an aspirational environment in our classrooms, laboratories, libraries and studios, sports fields and pools. An environment where individual and peer curiosity and imagination, intellect and skills, combine to produce remarkable ideas and outcomes in curricular and co-curricular spaces that go far beyond traditional academics.

At St Cuthbert's, we're not just educating young women; we're empowering the ambitious change-makers and leaders of tomorrow, for the greater good. We're preparing our students for careers known and yet to be envisaged, to be intentionally good friends and great global citizens. We're educating in the broadest sense to nurture self-belief and instil confidence, so that every girl upholds the best version of herself, always standing up for what's right and unleashing her full potential.

We believe that the choices we make today shape our future. At St Cuthbert's, we have the ambition and ability to be a leading school within the APAC region, through our intentional focus on learning for girls which is developed within a framework of research and innovation.

To support our vision, our strategic principles reflect our commitment to holistic education, cultural empathy, and future-focused learning. These principles will guide us in building upon our legacy of excellence while embracing innovation and change.

Our strategic framework is built on seven key principles:



Learning for the Future

Deliver a rigorous, innovative curriculum that supports students to strive for their personal best for the greater good.

Developing Leadership and Oracy

Empower students to be authentic, courageous, and impactful leaders, matching their beliefs with action.

Cultivating Strength Through Challenge

Grow resilient young women, strong in character and adaptable when facing new challenges.

Enriching Global Citizenship

Develop young women to be inclusive and compassionate global citizens.

Strengthening Community and Values

Foster a caring, connected community grounded in our heritage and values.

Developing Our Greatest Asset

Create an environment where all staff thrive, feel valued, and collectively drive excellence.

Developing Sustainable Excellence

Optimise our business operations to ensure long-term success, innovation, and responsible stewardship of resources.



Professional Services

Supporting Excellence Across All College Operations

At St Cuthbert's College, our Professional Services Team forms the essential backbone of our operations, ensuring every aspect of college life runs seamlessly to support our students' educational journey. This dedicated team creates the environment where exceptional education can flourish.

Our Professional Services team supports the College's operations across a range of essential business functions.

Strategy and Community Engagement

Our team manages enrolments to welcome new families, leads fundraising initiatives to secure resources for College development, oversees marketing and communications to share our story with the community, and maintains our archives to preserve our rich institutional heritage.

Campus and Operations Excellence

Professional Services handles property management across campuses, plans and implements campus development projects, ensures optimal learning and working conditions through comprehensive maintenance, and manages our financial resources.

People and Programme Support

The team provides human resources support for our talented staff community,

operates our Aquatic Centre and community Swim School, manages Information and Learning Technology (ILT) to enable digital learning and innovation across the College, and provides administrative support for both academic and professional services functions.

Collaborative Excellence

Our Professional Services team work closely with academic staff to ensure seamless integration between operational excellence and educational delivery. Recent major initiatives, including our Kahunui campus development, demonstrate the team's expertise and commitment to continuous improvement.

Every function within Professional Services, from finance to facilities, from enrolments to archives, plays a crucial role in maintaining the high standards that define St Cuthbert's education. The team's work directly enables our commitment to holistic education that prepares young women for meaningful lives as engaged global citizens.





The Role

Administrator and Wellbeing Centre Receptionist

Position Details

Status: Permanent

Time: Part-time 30 hours per week, Term-time

Location: Epsom, Auckland

Commencement Date: January/February 2026

Reports to: Deputy Head of Senior School -
Pastoral

Key Relationships

Internal Stakeholders

- Principal
- Senior Leadership Team (SLT) & Directors
- Deputy Heads of Senior School
- Senior School Heads of Year/Year Level Coordinators/Houses Coordinator
- College Nurses and Counsellors
- Academic and Professional Services staff

External Stakeholders

- Parents, caregivers and wider College community

Position Overview

This role provides administrative support to the Senior School Wellbeing team, including the Heads of Year, Year Level Coordinators, Houses Coordinator, Counsellors, and the Deputy Head – Pastoral, as well as supporting the Beattie (Wellbeing) Centre Reception. As a key point of contact, the position supports the smooth day-to-day operation of wellbeing and pastoral services and contributes to the coordination of Senior School programmes, House and year-level activities, and key College events.

Key Accountabilities

Overview

- Provide administrative support to the Heads of Year, Year Level Coordinators, Counsellors, the Deputy Head - Pastoral and the Beattie Centre Reception.
- Provide administrative support for the Senior School Wellbeing programmes (Years 7–13), as well as House and year-level events.

Reception and Support

- Act as the first point of contact for students, staff, parents and caregivers visiting the Wellbeing (Beattie) Centre.
- Handle enquiries via phone, email and in-person interactions with sensitivity and discretion.
- Maintain student records and documentation in accordance with the College's Privacy Policies.
- Supporting attendance procedures and ensuring the attendance processes are in place with continued monitoring.

Deliverables

- Administration of Senior School processes e.g. updating Nuture app lists and HUB rolls, liaising with parents, caregivers and students.
- Meeting rooms are booked as required, in liaison with the Heads of Year/Year Level Coordinators.
- Request, collect and collate positions of responsibility for Tutor Groups and Houses in consultation with the Heads of Year/Year Level Coordinators/Houses Coordinator.
- Provide administrative support for major events, House activities, the College Ball, the Head Prefects lunch and the staff end-of-year lunch.

General

- Ensure up-to-date and accurate information is available for parents, caregivers, staff and students on the myCollege website.
- Managing the creation of new pages, content, permissions and administration on myCollege.

- Creating, updating and managing spreadsheets for Beattie Centre staff as required.
- Monitor and order supplies within the Beattie Centre.

Health & Safety Responsibilities

- Adhere to the College Health & Safety policies
- Maintain safe and organised work areas
- Know and follow emergency procedures
- Ensure compliance with safety regulations

Qualifications and Experience

- Tertiary education in a related discipline
- 1-2+ years of experience in Administration.

Key Attributes

- Strong communication and interpersonal skills.
- Strong computer literacy skills
- Ability to multitask, problem-solve, and work under pressure
- Empathy, integrity, and a positive attitude towards students and colleagues
- Strategic thinking and problem-solving skills
- Strong organisational, planning and administrative capabilities
- Strong ILT skills and integrating ILT into practice

Benefits

- Access to free Employee Assistance Programme (EAP)
- Access to the Sports Complex and a physiotherapist
- Collaborative and supportive team



How to Apply

Applications for the role should include:

1. Candidate Cover Letter

A brief statement of application (no more than three pages) outlining what you would bring to this role, what you would expect to accomplish and reflecting on your past experience in the context of role description.

2. Curriculum Vitae

- > Full name, confidential email address and mobile contact details
- > Nationality and citizenship or confirmation of right to work in New Zealand
- > Positions held, dates, scope of responsibilities and key achievements
- > Details of education and qualifications
- > Any other relevant information, such as involvement in professional and community activities.

3. Referees

Full contact details of three referees whom the College's HR team may contact. Referees will be contacted only after prior consultation with you.

4. Potential Date of Commencement

An indication of when you would be available to start.

All applications will receive an automated response.

Closing Date: Monday 9 February 2026 at 3pm

The successful applicant will be expected to satisfy child protection screening and adhere to the school's child protection policy. Any offer of employment will be subject to satisfactory police vetting, reference checks and, where relevant, qualification checks.

All applicants must have valid working rights in New Zealand.

Please note, the key accountabilities of this role are not intended to be limiting, but to provide an outline of essential duties that may change from time to time, requiring flexibility.

St Cuthbert's College is an equal-opportunity employer committed to promoting equal employment opportunities. St Cuthbert's reserves the right to appoint by invitation.