APPOINTMENT OF THE

Planning Administrator

ST CUTHBERT'S COLLEGE
NOVEMBER 2026

St Cuthbert's



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Invitation from the Trust Board

Thank you for your interest in the role at St Cuthbert's College. You are joining our community at a genuinely exciting moment - one where the foundations of a remarkable school, built over more than a century, meet an ambitious and energising vision for what comes next.

Thank you for your interest in joining the team at St Cuthbert's College. This is a genuinely exciting time for our College - one where the foundations of a remarkable school, built over more than a century, meet an ambitious and energising vision for what comes next.

As Chair of the Board of Trustees, I write to you not only on behalf of our governance team, but as part of a community that holds this school, and every girl within it, with the deepest sense of care and purpose. At St Cuthbert's, we believe that every girl leaves with the self-belief and character to create a remarkable life that is entirely her own. Ensuring we have the right staff on board to deliver this promise is of the utmost importance.

St Cuthbert's brings together an outstanding combination of academic excellence, dedicated staff, impressive co-curricular opportunities, and a purpose-built all-girls environment. St Cuthbert's offers a unique second campus, Kahunui, in the Bay of Plenty, where every Year 10 girl spends a transformative month living and learning with genuine independence. Our graduates leave ready for leading universities across New Zealand, Australia, and the world, ready to excel in an ever changing world.

Our recently launched 2025–2030 strategy charts an ambitious course: deepening our commitment to High Performance Learning, continuing to offer a rigorous future focused curriculum, and preparing every girl for a future that is evolving at pace. We have a highly experienced Senior Leadership Team and a committed Board to bring this strategy to life, as a genuine leader of what is possible.

Our Senior School is expertly led by Head, Tom Curtis. Educated at Victoria and Melbourne Universities, Tom has a Masters of Marine Biology and has extensive experience in Independent Schools including one of the top schools in Melbourne, Methodist Ladies' College. He has been a highly valued member of staff at St Cuthbert's for ten years having previously held positions as Head of Science Faculty and Deputy Head of Senior School. Felecia Tomich is our remarkable Head of Junior School and has thrived in the role for over four years. She has a Bachelor of Education and a Masters in Special Education from The University of Auckland. Fe also has a Post Graduate Certificate in Educational Psychology. Prior to her role as Head of Junior School, Fe taught at St Cuthbert's for several years, and has worked across multiple year levels as a teacher in London, Kings Prep, and at Kohia Terrace School.

The culture and values of St Cuthbert's, anchored in our motto By Love Serve, are deeply loved by our community of students, families, staff, and alumnae. Our staff are guardians of that culture and integral to the evolution and future of our College.

If you are a dedicated and inspirational professional who is energised by the opportunity to walk alongside remarkable young women, exceptional educators, and to be part of one of New Zealand's most distinctive schools, we warmly encourage you to consider this role.

We look forward to hearing from you.

Yours sincerely,



Leigh Melville
Trust Board Chair
St Cuthbert's College

St Cuthbert's

Girls are at the centre of everything we do, and our dedicated teachers ignite students' curiosity and passion for learning.

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. We have extended the opportunity this year to our Year 12 students, who returned at the start of 2026 for a successful leadership programme.

Christian Heritage

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 and 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. Supporting our future pathways programme, we have just launched our new Careerswise website.

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 provides an unparalleled environment for personal growth and character development.



Our Vision, Mission, and Values

We are a remarkable school: distinctive, distinguished, and high achieving. For over a century we have educated young women for lives filled with purpose.

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 mid-2024, our SERVICE values framework builds upon our cherished motto “By Love Serve” and guides everything we do. “By Love Serve” has been synonymous with what it means to be a St Cuthbert’s girl since 1918 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.



Strategic Direction 2025-2030

To support our Vision and Mission, we launched our 2025-2030 strategic direction. 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.

Strategic Direction 2025-2030

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. "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.



Junior School

From her very first day at St Cuthbert's, we seek to ignite each girl's curiosity for learning, providing an exceptional foundation for learning through combining academic excellence with character development in a nurturing environment. Our unique position as a Year 0-13 school on one campus creates deep connections and learning opportunities, allowing us to witness and support each girl's journey from their first steps through to graduation.

Our commitment to academic excellence includes:

- Small class sizes with additional support during core teaching times
- Specialist Senior School teaching in Science, PE, Technology, and the Arts
- Dedicated GATE programme and extension opportunities
- Advanced literacy and numeracy teaching from specialist teachers across Years 4-6
- Weekly iExplore programme for all Junior School students brings curriculum to life with digital tools
- Digital learning and citizenship aligned with our Apple Distinguished School status.

High Performance Learning

At the heart of our Junior School teaching and learning

Academic Excellence and Innovation

Our teachers inspire curiosity and confidence in learning through their deep subject expertise and innovative teaching approaches. We continue to to be implement the High-Performance Learning (HPL) framework this year, reflecting our commitment to developing advanced cognitive performance in all students.

Holistic Development

Our Junior School provides a rich and varied environment that nurtures the whole child. Through our comprehensive Education Outside the Classroom (EOTC) programmes, students develop confidence and resilience while exploring the world beyond our gates. Within the campus, our purpose-built, age-appropriate play areas create spaces where girls can connect, play, and grow together. We take pride in our Year 5 and 6 Band Programme, where every student discovers the joy of learning an instrument.

Our digital citizenship programme ensures students develop healthy and responsible approaches to technology, while our extensive Music, Sports, Drama, and Art opportunities allow each girl to discover and develop her unique talents and interests.

Community and Support

The seamless integration of our Junior School with the wider college creates unique opportunities for growth and support. Our teaching staff work closely across Junior and Senior Schools to ensure smooth curriculum progression and share expertise. The special relationship between our older and younger students flourishes through our "Big Sister" programme, creating meaningful connections across year levels. In our classrooms, exceptional Teaching Assistants work alongside teachers to provide additional support and attention to each student. We offer comprehensive learning support and extension programmes to ensure every girl can thrive at her own pace. As our students prepare for their next step, our structured Year 6 to 7 transition programme ensures they move confidently into their Senior School journey.

Values and Global Citizenship

Our Junior School's foundation rests firmly on the College motto 'By Love Serve' and our SERVICE values, which guide everything we do. Through our Global Citizenship framework, we help students understand their place in the world and their potential to make a positive impact. We actively develop critical and creative thinking skills, preparing our students to navigate an increasingly complex world. Throughout their journey, we emphasise kindness, belonging, and respect, creating a supportive environment where every girl feels valued and empowered to contribute to her community.

Our comprehensive approach ensures students develop strong foundations while building the character, confidence, and skills needed for future success.





Senior School

At St Cuthbert's Senior School (Years 7-13), we create an environment where girls feel empowered to take risks, develop their voices, and discover their unique strengths. It is important that we support every student to be the very best version of herself, recognising that every student matters and is known and valued.

Our academic programme is rigorous and challenging, designed to spark curiosity and foster a genuine love of learning. We attract the very best teachers and subject experts who engage, encourage, and nurture our girls to be the best they can be. Our culture of achievement isn't about competition – it's about each girl pushing herself to reach her own highest potential, whether that means moving from an achieved grade to a merit, or from a merit to an excellence.

From Years 12 and 13, students can choose between two academic pathways: the National Certificate of Educational Achievement (NCEA) or the International Baccalaureate (IB). In Year 11, we offer our own unique St Cuthbert's Diploma. Developed by our curriculum experts, this Diploma offers a more rigorous curriculum than the new NCEA Level One, better preparing our students for higher learning.

Understanding that the world is changing at lightning pace, our curriculum goes beyond facts to develop critical thinking skills, adaptability, and resilience. We're preparing our students not just for the jobs of today, but for careers that may not yet exist. To support this forward-looking approach, our Head of Digital Strategy leads our strategic vision for digital innovation and ensures our students are equipped with the technological capabilities and digital fluency needed for tomorrow's world.

Our approach extends beyond academic achievement to develop every dimension of our students, nurturing well-rounded, confident and capable young women with the skills to be formidable forces for good on local, national, and international stages. Whatever a girl's aspirations, our approach ensures she develops into an adaptable, forward-thinking, lifelong learner.

Our students thrive in a supportive community that nurtures leadership, celebrates individuality and prepares them for the futures they choose.

We have implemented our new pastoral framework in 2026 which sees all year groups in the Senior School being tutored in year groups with oversight from a Head of Year, who travels up with the cohort and supports day to day pastoral needs, and a Year Level Coordinator, who is a fixed point of expertise for all things pertaining to curriculum, EOTC and co-curricular activity appropriate to that year level. Complementing this horizontal structure is a very lively House system which spans the entire school, Year 0-13.

We place special emphasis on developing powerful voices, ensuring our girls are seen and heard. Through our focus on oracy, students learn to express themselves clearly, listen with empathy, and engage in meaningful dialogue. These aren't just classroom skills – they're life skills that will enable our girls to lead in their futures, whether they're presenting in a boardroom, advocating for a cause, or working in a team.



One School

We have a whole school ethos, and our programmes reflect this. Being part of a larger school means our youngest girls have opportunities to interact and be supported by older St Cuthbert's girls. Our 'Big Sister/Little Sister' programme provides our Junior School girls with older role models who are caring, aspirational and nurturing.

Across the school, student ambassadors display their leadership skills by having fun with their 'Little Sisters', ensuring they feel supported in their home away from home. 'By Love Serve' is at the heart of all we do at St Cuthbert's, and, in particular, our SERVICE Programme gives all our girls a chance to contribute to their community.

House spirit is strong at St Cuthbert's, with each student belonging to one House for their time at St Cuthbert's. The girls embark on a range of activities within their Houses, fostering a sense of belonging and connection to one another. Each of the eight Houses has a colour, and girls proudly wear their colours for athletics and swimming days, and other activities.



Boarding

Our Boarding Houses sit at the heart of our campus, and we welcome students from New Zealand and around the world. Our Boarders grow up alongside one another and develop amazing friendships, confidence, independence and a sense of lasting sisterhood.

St Cuthbert's provides three Boarding options:

Full Boarding

Boarders remain at the school during the weekend, with the option of taking leave on any weekend.

Weekly Boarding

Boarders return home during the weekend, with the option of remaining in boarding during the weekend if needed.

Flexi Boarding

Day students stay as temporary boarders (short stays if parents are away or when girls have school commitments out of hours).



"Mā te huruhuru, ka rere te manu"

With feathers, the bird will fly — with the right support, every girl can soar.

We have three boarding houses, and each Boarding House caters for designated year levels. Girls move between boarding houses as they progress through the Senior School.

Students are supported by caring staff and fellow boarders including being assigned a 'big sister', one of our older boarders. These older students offer support, advice and connection while our new boarders are settling in with their peers. St Cuthbert's Boarding offers a home away from home with our boarding community forming strong bonds and gaining fantastic lifelong skills.

The Boarding House offers a structured Prep Programme in the evenings to enable students to complete their homework and study for assessments and examinations. Through the activities we provide, from weekly dinners to weekend activities, the girls also have much-needed down time and quickly become part of a tight-knit family. Each term there is a comprehensive programme of onsite and offsite activities for the Boarders to enjoy.





Kahunui

One of only a handful of schools in New Zealand to offer an outdoor second campus, St Cuthbert's gives every Year 10 girl an extraordinary gift: 26 days at Kahunui in the beautiful Bay of Plenty - off the grid, in a stunning natural setting, living and learning by turning the environment into our classroom. It is, by every measure, a cornerstone of a St Cuthbert's education.

Students are placed in their Kahunui group at the beginning of the academic year. There are nine intakes across the year, each made up of 24 students living together in houses of eight, each house with its own kitchen, dining area, bathroom, and laundry.

There are no phones, no screens, and no digital distractions. In their place: life skills, deep connections with one another, and genuine personal growth learning how to live and work together.

From the first day, students begin their journey to take meaningful responsibility for their own lives, preparing for activities, planning and cooking meals using a dedicated Kahunui cookbook, managing their own daily chores and learning to navigate communal living with patience and generosity. Two tutor teachers per house guide their burgeoning independence skills in the early days, gradually stepping back as confidence and capability grow. Girls deepen their interpersonal skills to build a functioning group of housemates. Shared dinners in the communal dining hall bring the whole group together with the full Kahunui team. Evenings are filled with a rich programme of group activities, from music and games nights in the round room to campfire gatherings and shared reflection, creating the kind of spontaneous, screen-free fun that bonds a group of girls for life.



A Rare and Valuable Disconnection

In an increasingly connected world, Kahunui offers something increasingly rare - complete disconnection from mobile phones and digital distractions during one of the most formative periods of a young woman's life. Without screens, authentic connections flourish. Girls discover who they are when no one is watching, what they are capable of when no one is recording, and what it means to be genuinely present.





Experiential learning

Our classrooms at Kahunui have a clear teaching and learning focus set up to embed practical learning in spaces that reflect the outdoor environment surrounding them. The programme is aligned with the New Zealand curriculum, developing students' key competencies.

Our social studies programme uses inquiry and project-based learning to deepen understanding of sustainability, place, and community. Students develop literacy through journalling, learn about nutrition, and create a genuinely positive relationship with physical activity - all within a rich sustainability education woven through the programme.





Beyond the Classroom

Our co-curricular programme extends learning beyond the classroom, offering students opportunities to explore their passions, develop new skills, and build lasting friendships

Performing Arts

As well as giving students the chance to express themselves, Performing Arts can be credited for training imagination and building the skills future employers are looking for – collaboration, curiosity, risk-taking and an ability to think outside the square. Most importantly, the arts are vital to schools because they encompass one of the key qualities our students need for today's world – empathy.

Whether in an un-auditioned social group or at an elite level we are proud to offer music programmes for every girl including choirs, bands, orchestras and chamber ensembles. Many of New Zealand's leading Suzuki teachers work with our students and St Cuthbert's consistently gains awards and recognition in local and national competitions. Our co-curricular Music Programme is integrated into a girls' learning week from Years 0 to Year 13 and includes 30 co-curricular music groups playing a variety of instruments.

Students can explore and build skills through both our Drama Club and Theatre Sports and over 250 students participate annually in the St Cuthbert's Shakespeare Soiree, often going on to receive recognition at the SGCNZ Sheila Winn Shakespeare Festival.

Girls can take part in classical dance, Hip Hop, Korean Hip Hop, Contemporary, Tap, Jazz and more on a social basis with many groups being run in lunchtimes. St Cuthbert's dance pinnacles with "The Company", our troupe of auditioned elite dancers from Years 9-13 with a focus on contemporary dance.

Our Speech and Drama programme is led by experts who will impact valuable technical skills as well as greater confidence in our students in the public speaking arena.

Cultural Groups

Cultural engagement is of great importance at St Cuthbert's, recognised through 16 senior cultural groups, multiple kapa haka groups, festivals like Pōfiafia and Polyfest, language weeks, and celebrations including Lunar New Year. Mihi whakatau ceremonies welcome new families, fostering cross-cultural understanding.





Sport

Sports at St Cuthbert's is about giving every girl the opportunity to be physically active.

As well as the importance for her overall wellbeing, we use Sports to help navigate girls through some of life's greatest lessons which are often learned when playing in a team. Whether she's playing sport socially or at high-performance level, girls will learn commitment and teamwork, as well as important life skills such as resilience and perseverance.

With more than 30 Sports on offer, St Cuthbert's girls can try their hand at everything from individual pursuits like Cycling, Tennis, Athletics, and Swimming to team sports such as Football, Hockey, Netball, Rowing and Water Polo.

Our girls have the benefit of a range of highly experienced coaches – many of whom are Old Girls who have competed at international level and donate time to coach and mentor our students, providing inspiration for future stars.





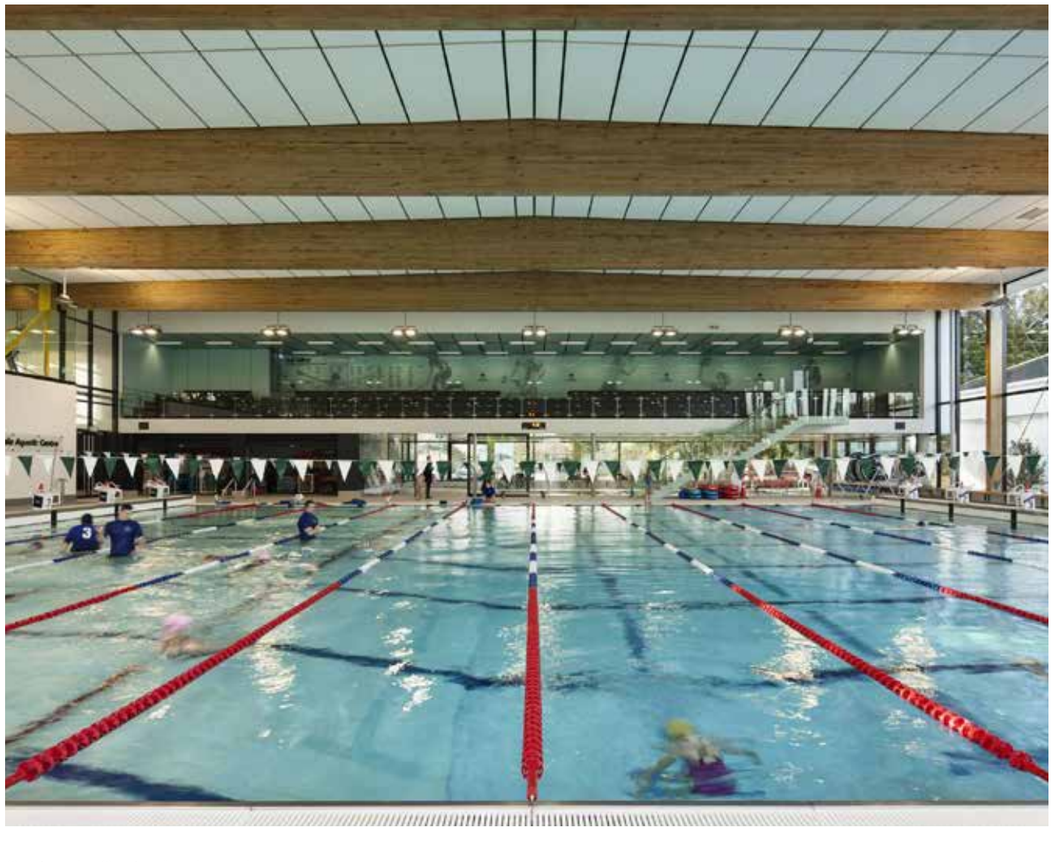
Performing Arts Centre

Facilities

St Cuthbert's school grounds seamlessly integrate the school's rich architectural history with some excellent facilities that support the development of every dimension of our students, and our campus planning and fundraising will continue to build on our rich heritage.

Our recent extensive building maintenance and upgrade programme has seen the roll out of modern and collaborative learning environments for students and staff, including new classroom facilities at Kahunui as well as the establishment of an Enterprise Hub where students can explore and develop entrepreneurial projects. Recognising the importance of play, we have also recently launched beautiful new playgrounds for our Years 0-8 students.

With a strong focus on environmental sustainability, our campus planning delivers a harmonious landscape, with green spaces, outdoor play and meeting areas, and sun safe corners for seating, fostering our students to develop strong connections to one another.



Centennial Centre for Wellbeing





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.

Board members are:

- Leigh Melville, Trust Board Chair
- Angela Bull, Deputy Chair
- Adarsh Patel
- Alana Barron
- Anna Cupples
- Bridget Snelling
- Donald Reid
- Faga Siaki
- Lisa Crooke
- Nancy Zhang
- Penelope Peebles
- Scott Weenink

Please visit our website **stcuthberts.school.nz** for bios



Leadership



Tom Curtis
Head of Senior School



Felecia Tomich
Head of Junior School



Glenn Corbett
Chief Operating Officer



Suzanne Joyce
Director of Advancement



Michelle Davies
Director of HR



Nikki Bentley
Deputy Head of Senior School – Academia



Julie Hogg
Deputy Head of Senior School – Pastoral



Amber Lloyd
Deputy Head of Senior School – Pedagogy



Angie Tipping
Acting Deputy Head of Senior School – Logistics and Extra Curricular



Nicola Boyens
Deputy Head of Junior School



Rev David Smith
Chaplain



Caroline Reddish
Director of Kahunui

The Role

St Cuthbert's

Planning Administrator

Position Details

Hours: Full-Time, Term-Time

Employment Type: Permanent

Location: Epsom, Auckland

Commencement Date: January 2027

Reports to: Head of Senior School

Key Relationships

Internal Stakeholders

- Head of Senior School
- Senior Leadership Team (SLT)
- Deputy Heads of Senior School
- Head of Logistics
- Heads of Faculty
- Principal's Nominee
- IB Coordinator
- Chaplain
- Professional Services staff
- Academic staff

External Stakeholders

- College community: parents, caregivers and volunteers
- Photography providers
- Service providers and contractors
- OfficeMax

Position Overview

This role is the central point of contact for College-wide stakeholders regarding the College Calendar, resource calendars and planning tools. The Planning Administrator is responsible for the planning and maintenance of College calendars, coordinating and negotiating events and dates, and managing major booking requirements.

The role proactively works with key stakeholders across the College to identify, coordinate, schedule and communicate major dates and events throughout the academic year. The role also supports the planning and delivery of College events and activities, including parent-teacher interviews, Curriculum Information evenings, College photography and co-curricular photography.

The Planning Administrator is also responsible for the recording and distribution of daily and weekly notices and maintaining effective communication with internal stakeholders.

Key Competencies

- **Organisation and Planning**: Effectively manages competing priorities, schedules and deadlines.
- **Stakeholder Relationships:** Builds productive relationships and works collaboratively across the College.
- **Communication:** Communicates clearly, professionally and appropriately with diverse audiences.
- **Problem Solving:** Identifies issues, evaluates options and implements practical solutions.
- **Attention to Detail:** Maintains high levels of accuracy across planning, scheduling and administrative tasks.
- **Digital Literacy:** Utilises systems and technology effectively to support planning and operational requirements.
- **Initiative and Adaptability**: Demonstrates flexibility, ownership and a proactive approach to changing priorities.
- **Customer Service Focus:** Delivers responsive and professional support to internal and external stakeholders.
- **Values Alignment**: Demonstrates behaviours consistent with the College's *By Love Serve* ethos and SERVICE values.

Key Accountabilities

College Calendar and Planning

- Maintain an accurate and up-to-date College Calendar through regular consultation with internal stakeholders.
- Proactively promote the effective use of the College Calendar by staff across the College.
- Maintain resource calendars and planning tools, including the digital Overview Planner, Assembly, Tutor Group and Chapel Rosters and venue Booking System.
- Plan and prepare the College Calendar for the following academic year, including cycle days.
- Prepare Year 7-10 Assessment Calendar for population.
- Ensure both College Schools are appropriately considered and consulted regarding events and dates.
- Identify and negotiate solutions to scheduling clashes or incompatibilities.
- Liaise with all staff regarding events and their timing.
- Take account of assessment dates in consultation with the Principal's Nominee and IB Coordinator.

Key Accountabilities continued

- Liaise with the Chaplain to coordinate College Chapels.
- Receive All Consent 2 Go Proposals for all incursions and excursions. Check to ensure suitability for the school calendar and provide guidance on dates where needed

Communication and Stakeholder Engagement

- Plan, create and delivery regular communications to keep staff informed of upcoming College activities and events and support effective planning.
- Identify the need for one-off internal communications, consult with relevant stakeholders and deliver clear and timely communications.
- Use clear, appropriate and professional communication when providing information, making requests and coordinating requirements with internal and external stakeholders.
- Establish and maintain effective communication pathways across the College.
- Build positive working relationships between Professional Services, academic staff, faculties and Heads of Faculty.
- Promote a collaborative approach to planning and encourage stakeholders' engagement and buy-in.

Events and Activities

- Initiate consultation and create and communicate digital documentation for Start of Year and End of Year arrangements.
- Plan and coordinate the logistics and set-up of Parent Teacher interviews.
- Plan and coordinate the logistics and set-up of Curriculum Information Evenings.
- Plan and coordinate College Photos and Co-curricular, Cultural and Sports Photos, including liaising and negotiating with the photography provider.
- Supervise the operation of College photography days to ensure they run effectively.
- Support the planning, organisation and implementation of other College events and activities as required.
- Co-ordinate and chair Weekly Operations Meetings and follow up.
- Co-ordinate logistics and set up for College Exams in consultation with key stakeholders.

Student and Administrative Systems

- Ensure co-curricular and service/responsibility groups are maintained accurately in Synergetic, including for College photography requirements and student reporting purposes.
- Organise the annual school stationery order, including consulting with Heads of Faculty to confirm stationery requirements for each subject and year level.
- Liaise with OfficeMax and upload the required stationery data to the OfficeMax website.
- Maintain accurate records and planning information across relevant College systems.

Customer Service and Professional Standards

- Provide responsive and professional service to internal and external stakeholders.
- Ensure activities are consistent with and supportive of the College plan, policies and procedures.
- Maintain a professional image of the College in all interactions.
- Demonstrate a proactive approach to identifying opportunities for improvement and supporting effective change across established processes and practices.
- Ensure communications and activities reflect the College's culture, values and commitment to service.

Health & Safety Responsibilities

- Adhere to the College Health & Safety policies, emergency procedures, and ensure compliance with safety regulations.

Qualifications and Experience

- Relevant administration or coordination experience.
- Experience in event coordination, scheduling or calendar management.
- Experience using administrative and digital systems, including Microsoft Office and calendar/planning platforms.
- Experience working in an education environment would be advantageous.
- Experience working with Synergetic or similar student management systems would be advantageous.
- Valid working rights in New Zealand.

Benefits

- Access to free Employee Assistance Programme (EAP).
- Access to the on-site Sports Complex (fitness centre and indoor pool) and a physiotherapist.
- Eligibility for life insurance policy.

Application Process

How to Apply

We invite interested candidates to submit the following documents:

- Curriculum Vitae (CV)
- Covering Letter

Please ensure all documents are submitted together.

Vetting

All applicants are required to give consent to a Children's Act 2014 Vetting.

Shortlisted applicants being interviewed will need to provide originals of both a primary identity document (e.g. passport) and a secondary identity document (e.g. New Zealand driver licence).

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.

Closing Date: Monday 7th December 2026 at 3pm

All applications will receive an automated response.

Please note that applications may be reviewed as they are received and interviews may be held on a rolling basis.

For enquiries or further information, please contact: The Human Resources Team

Email: humanresources@stcuthberts.school.nz

Application for Employment

Thank you for your interest in the position at St Cuthbert's.

- All applicants are required to give consent to a Children's Act 2014 Vetting.

a) Applicants may not be employed as a children's worker if they have been convicted of a specified offence listed in Schedule 2 of the Children's Act 2014, unless they obtain an exemption. The Criminal Records (Clean Slate) Act 2004 will not apply to specified offences and these offences will be included in your Police vetting results.

b) The Clean Slate Act provides certain convictions do not have to be disclosed providing:

- you have not committed any offence within 7 consecutive years of being sentenced for the offence
- you did not serve a custodial sentence[1] at any time
- the offence was neither a specified offence under the Clean Slate Act 2004 nor a specified offence under the Children's Act 2014
- you have paid any fines or costs

c) Please note you are not obliged to disclose convictions if you meet the above conditions but can do so if you wish. If you are uncertain as to whether you are eligible contact the Ministry of Justice.

- Shortlisted applicants being interviewed may need to provide originals of both a primary identity document (e.g., passport) and a secondary identity document (e.g., New Zealand driver licence). A list of acceptable primary and secondary documents is available in the last sections of the Children's Regulations 2015.
- This information will be held by St Cuthbert's College. For the successful candidate, this document will be held on their employee file, otherwise the information provided will be securely destroyed after 30 days. Applicants may access it in accordance with the provisions of The Privacy Act 2020.

[1] ***Custodial sentence*** *means a sentence of imprisonment and includes corrective training, preventive detention, a sentence of imprisonment served by home detention, borstal training, detention centre training and any other sentence that requires the full-time detention of an individual. Non-custodial sentence includes, but is not limited to, a community-based sentence, a sentence of home detention, a sentence of a fine or reparation, a suspended sentence of imprisonment, and a specified order.*

St Cuthbert's

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