



Sacred Heart College

AUCKLAND

Part-time Careers & Transition Administrator

Sacred Heart College is seeking to appoint a permanent, part-time Careers Administrator. Your strong organisational skills, flexible approach and high-level of administration skills will ensure the smooth running and management of the careers office.

Key responsibilities as a Careers Administrator include:

- Administration support for the Head of Careers
- Administration and student management of trades academies
- Assisting with work exploration placements and documentation
- Support and coordination with option selections
- Management of STAR (Secondary Tertiary Alignment Resource)
- Liaise with the STAR providers and co-ordinate on STAR course availability, bookings and changes as needed
- Maintaining the school leaver documentation file
- Other duties as requested by the Head of Careers

We require someone with the following key skills & experience:

- Excellent time management skills
- Good communication skills both written and verbal
- Ability to handle a busy workload and multitask when required
- Demonstrates a high level of working knowledge of PC application skills including Microsoft Applications (Word, Excel, PowerPoint, Outlook), Google Workspace, Adobe Acrobat
- Attention to detail

Commencement date January 2026. This is a part-time, job share role, 16 hours per week across a Thursday and Friday with a potential to increase hours in the future. Term time only. An understanding of the Special Character of the College is essential.

Applications close: 7th October 2025

Please email a letter of application and a copy of your CV to: Melanie Inglis, Manager of Recruitment/HR on recruitment@sacredheart.school.nz. In the subject line please specify the position you are applying for.