



Current Vacancy

College Administrator – Enrolments (Fixed-Term, Part-Time)

Sacred Heart College is seeking to appoint a fixed-term, part-time College Administrator – Enrolments.

This role is central to ensuring both prospective and current families have a positive experience when engaging with the College and Hostel about the potential enrolment of their son/s. You will bring strong interpersonal and administrative skills, a high level of attention to detail, and a commitment to confidentiality and teamwork.

If you are organised, friendly, and enjoy supporting families through an important stage of their journey, we'd love to hear from you.

Key responsibilities are:

- Be the initial point of contact for all enrolment enquiries.
- Manage and process application submissions, including scholarship applications.
- Communicate effectively with parents and caregivers throughout the enrolment process.
- Assist in coordinating enrolment and scholarship interviews.
- Maintain accurate and up-to-date database records.
- Coordinate the annual College Open Day and support the Hostel of any Open Days they may have.
- Assist with any new-entrant events such as Educational Assessments and Welcome Evening.
- Maintain stock levels of enrolment marketing materials.
- Review systems and processes regularly to ensure efficiency.
- Provide assistance in the Main Office during busy periods, staff breaks, or staff absences.

Skills and Attributes

The ideal candidate will:

- Demonstrate strong administrative and organisational skills.
- Possess excellent interpersonal qualities.
- Be able to manage a busy workload and multitask effectively.
- Have strong written and verbal communication skills.
- Be confident using technology, with advanced computer skills.
- Work well both independently and collaboratively as part of a team.
- Show a high level of accuracy and attention to detail.

Experience in the education sector and familiarity with **KAMAR** would be an advantage.

Hours of Work

This is a fixed-term, part-time position for the 2026 school year, covering study leave. The role is 30 hours per week, over 4 days, term time only.

Applications close: 31st 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.