



Sacred Heart College

AUCKLAND

Current Vacancy

Property Assistant

Sacred Heart College is seeking a reliable and practical individual with an ability to undertake general property and grounds maintenance to join our property team.

The role is integral to assisting the team to maintain the day-to-day property tasks, and upkeep of the school buildings and grounds. A can-do attitude is essential.

To be successful in this role, you need to be a people person and thrive in a team environment. You enjoy variety and are always looking for efficiencies and more cost-effective ways of doing things. You can turn your hand to anything DIY and succeed in working in an environment where you pride yourself on making a difference. You are an independent thinker, quick and quality-driven and are able to communicate effectively with others.

The position requires a willingness to be flexible and an ability to manage their own time and meet deadlines.

The responsibilities of this role will include, but not limited to: general repairs, painting, waste management, grounds-work, organising and undertaking small projects and general grounds maintenance.

This is a full-time position.

Applications close: 5th December 2025

Remuneration, task description and responsibilities based on experience and qualifications.

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