



Sacred Heart College

AUCKLAND

Current Vacancy

Sacred Heart College is looking to appoint a part-time International Students Accommodation Coordinator to support the International Department.

Ideally you will bring the following attributes or possess the following skills:

- Ability to multitask and thrive on working efficiently
- Have strong administrative skills and highly organised with good attention to detail
- Have strong interpersonal and communication skills
- A can-do attitude and a sense of urgency to ensure you meet specified timeframes
- Be flexible as out of hours work and evening phone calls on weekdays and weekends are anticipated
- Being part of the 24/7 emergency contact system
- Experience working with international students advantageous
- The ability to relate to teenagers and people from all cultures
- Hold a full drivers' licence and have a reliable car

This role will commence in early September, offering 25 hours per week, during term time. Additional hours required and worked during the school holidays to be submitted by timesheet at the discretion of the Director of International Students.

Applications close: 12th August 2026

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.