

Careers Administrator (Fixed Term)

We are seeking to employ a Careers Administrator to support the effective functioning of the Careers and Pathways Department, which addresses the diverse needs of colleagues, students and Tertiary Providers, as well as the daily operations of the school.

This is a fixed term position covering parental leave from the 2nd of February 2027 to the 30th of July 2027.

The successful applicant will ideally have:

- Has a genuine care and compassion for young people
- An excellent personal and phone manner with a friendly, professional attitude, able to liaise with people of all ages and ethnicities.
- A high degree of computer literacy and competency in Google Functions.
- Attention to detail and task orientated
- Is a team player who can also work independently
- Is highly organised and can work well under pressure
- Excellent written and communication skills

Desirable Attributes:

- An understanding of the workings of a Secondary School
- Understanding of Tertiary providers and Trades Academy
- Knowledge of a Student Management System – preferably Kamar

Job Logistics

- Hours Per Week - 20 hours per week Term Time Only

Applications close on Friday 25 September 2026.

All applications must be made on the school application form.

This can be found on our school website together with the job description.

Please submit your application with a cover letter and CV to

supportvacancy@otc.school.nz