



# EMMANUEL CHRISTIAN SCHOOL

*"A thriving Bible-based learning community"*

"Kia rite tā koutou haere ki tā ngā tamariki o te mārama. walk as children of light"

November 2025

## Office / Administration Team Vacancy

*Do you want to be part of a Christian community of learning that nurtures young people towards their full potential as servant leaders in the Kingdom of God?*

We have an exciting opportunity to join our administration team at Emmanuel Christian School from the start of the 2026 school year.

Located in Bishopdale, Christchurch Emmanuel Christian School is a growing, state integrated Christian school catering for Year 1-10 students, with a current roll cap of 325 students. Our staff are supportive and collaborative, and our work is inspired by a desire to partner with families, guiding children to know God and grow in their gifts and talents.

### About the Job

This role is a permanent part time position within our existing office / administration team. The role is for 12-15 hours per week during term time only, with the potential for additional hours as the role develops. While flexibility of hours is possible, this role would likely include 8:30-3:30 on Fridays, with additional hours spread across 1-2 other days.

### Key responsibilities of the role include:

- To present a friendly, professional image as the first point of contact for the school.
- To identify with and uphold the Christian character of the school.
- Support the current finance administrator with payments of accounts and invoicing, coding of payment and receipts, and payroll
- Carry out other administration tasks delegated by Principal
- Offer first aid and sickbay support along with the other office staff (Fridays will likely be sole charge)

### The successful applicant will:

- Be friendly and empathetic, able to relate well to both children and adults
- Have good organisational skills, be able to multitask, and cope with interruptions
- Previous experience with accounting systems would be an advantage (we use Xero along with our student management system Helix)
- Experience with basic first aid (training will be provided)

If this sounds like you, and you want to support the work of shaping confident, connected, actively involved, lifelong learners who are growing in faith, hope, and love in Jesus, apply today!

To apply please email [vacancy@emmanuelchristian.school.nz](mailto:vacancy@emmanuelchristian.school.nz) including:

- A Curriculum Vitae providing information on your skills and relevant experience
- A completed copy of the application form that follows.

**Applications close at 9am on Tuesday 2<sup>nd</sup> December 2025.**

**Application for Appointment  
Office / Administration**

**Part Time 12-15 hours per week during Term Time**

**Applicant Details**

|                      |  |
|----------------------|--|
| <b>Full Name:</b>    |  |
| <b>Address:</b>      |  |
| <b>Email Address</b> |  |
| <b>Phone Number</b>  |  |

*Please provide details of previous experiences that you have that relate to this task. These could be previous employment, education or other experiences:*

*Please include contact details for three referees we can contact regarding this application*

|                      |                                                                               |
|----------------------|-------------------------------------------------------------------------------|
| <i>Referee One</i>   | <i>Name:</i><br><i>Phone:</i><br><i>Email:</i><br><i>Relationship to you:</i> |
| <i>Referee Two</i>   | <i>Name:</i><br><i>Phone:</i><br><i>Email:</i><br><i>Relationship to you:</i> |
| <i>Referee Three</i> | <i>Name:</i><br><i>Phone:</i><br><i>Email:</i><br><i>Relationship to you:</i> |

**Medical Conditions:**

Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupation overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to. Or do you have any medical conditions that would impact your ability to carry out this role?    Yes                      No

If Yes please provide details.

**Residency**

- **Are you a NZ Citizen?    Yes                      No**
- **If not do you have a residence status or work permit to allow you to work in NZ? \_\_\_\_\_**

**Education with a Special Character:**

As part of your work at Emmanuel Christian School, it is expected that you will support the special character of the school. An outline of the special character of the school can be found on our website here:

<https://www.emmanuelchristian.school.nz/our-school-character/>

Declaration for Acceptance Section

**I acknowledge that I have read, understand, and agree to support the special character of Emmanuel Christian School**  
Yes                      No

**I Certify that:**

The information I have supplied in this application is true and correct. I understand that if any false or misleading information is given in this application or my curriculum vitae, or any material information is suppressed, I may not be employed, or if I am employed, my employment may be terminated immediately. I understand that a suitably clear NZ police check will be required as a condition of employment.

Applicants Signature:

Date: \_\_\_\_\_

**(Information will remain confidential to the Emmanuel Christian School Board and the appointments committee)**