



Aidanfield Christian School

13 February, 2026

Thank you for your interest in a support staff position at our school. We are a school that is informed by the hope the Holy Spirit brings, biblical truth and personal example. You will need to be comfortable working in an environment where this is our heartbeat.

Admin Support School Office

- Location: 2 Nash Road, Aidanfield, Christchurch
- Permanent part-time, 20 hours per week - term time only.
- Hours shall be 9.00am – 12.30 Monday to Thursday and 9.00am – 3.00pm Friday.
- There may be the opportunity for extra hours from time to time.
- Support Staff in Schools Collective Agreement conditions apply
- Wage range: Support Staff in Schools Collective, Administration Matrix Grade 4, Step depending on experience.

Supporting the Principal's PA, this role requires someone with excellent administration skills and the ability to switch between tasks and think on their feet in a lively school office environment where there is little quiet time to focus exclusively on a single task. The main functions involve both computer-based admin and face to face interaction with our pupils, parents (current and prospective) and staff.

Aidanfield Christian School is a thriving school of 480 pupils and growing. We serve families who are looking for a school with strong biblical values and Christian world view as the foundation of their child's school experience. The school offers education for Years 0 to 10 with a pathway to Middleton Grange School at year 11 for preference families. Based in the southwest of Christchurch the school is multi-cultural welcoming pupils from many nations to the community. We continue to grow as the Ministry of Education allow. We have a strong international education programme, which adds to the dynamic of this role.

Key responsibilities will include:

- Working closely with the Principal's PA and staff as required
- Domestic enrolment process from inquiries to welcoming students into school.
- Daily review of attendance and communication with parents
- Reception, office duties and first aide
- Data entry as required
- Providing effective and mature communication at all times
- Establishing and maintaining efficient and effective office systems and procedures in delegated areas of responsibility
- Maintaining confidentiality
- Maintaining all aspects of Health & Safety procedures



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- Working as an effective and collaboratively team member with other office staff
- identifying with and upholding the Christian character of the school
- An advantage but not essential – ability to support others on school computer devices.

To be successful for this role you must have the following:

- Ability to take initiative and thrive on multitasking
- Have a warmth of personality that engages many types of people including children from aged 5 to 15 years
- Be able to thrive under pressure and go the extra mile at pressure point times of the year
- Be computer savvy with the ability to learn and adapt quickly
- Sense of wisdom and maturity

This is an opportunity for an individual who is highly efficient and personable, is motivated and has demonstrated a service mentality through previous roles. The ability and willingness to openly express Christian faith in a supportive environment is desirable. A willingness to support the special Christian character of the school is required.

For more information about the school: www.aidanfield.school.nz.

You must submit a cover letter, CV and completed application cover pages (from our website under 'Vacancies') to; mark.richardson@aidanfield.school.nz to be considered for this role.

Inquiries: Mark Richardson, Principal
Phone: 027 425 0138,
Email: mark.richardson@aidanfield.school.nz

Closing of applications: Monday 2 March, 2026.

Grace and peace,

Mark Richardson
Principal