Finance – Principals PA School Office

- Location: 2 Nash Road, Aidanfield, Christchurch
- Permanent part-time, 20 hours per week which shall be 9.00am – 2.30 Monday to Thursday. There may the opportunity for extra hours from time to time. Term time only.
- Support Staff in Schools Collective Agreement conditions apply
- Wage range: Support Staff in Schools Collective, Administration Matrix Grade 5, step depending on experience.

To apply: application form, CV and covering letter to:
Email: mark.richardson@aidanfield.school.nz

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

Closing of applications: Friday 13 November, 2026.

Supporting the Principal's PA, this role requires someone with a finance/accounts background and excellent administration skills. It also requires 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 south west 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 as PA - Finance so as to support the role and function of the Principal.
- Maintain an approachable and consistent point of communication for the school community.
- Establishing and maintaining efficient and effective finance office management systems and procedures.
- Work as an effective and collaboratively team member.
- Upholding the Christian character of the school.

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

- A background in finance which includes experience and/or qualifications or training that support a deep understanding of the finance process in an organisation.
- 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 or the Principal on 027 425 0138.

Cover letter, CV and completed application cover pages (website under 'Vacancies') to; mark.richardson@aidanfield.school.nz.

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