



**Elim
Christian
College
Mt Albert**

Vacancy - Data Administrator Elim Christian College

Permanent Part-Time (Term Time Only) | 35 Hours per Week (Monday – Friday)

Are you a data detail enthusiast who thrives in a dynamic, high-energy environment?

Elim Christian College Mt Albert is seeking an accurate, proactive, and organised Data Administrator to join our admin team. This permanent part-time role operates 35 hours per week, Monday to Friday, during term time only offering a great work-life balance aligned with the school calendar.

Key Responsibilities & Focus:

- Data Management Strength: Take ownership of maintaining, updating, and ensuring the absolute integrity of student and school data systems (e.g., KAMAR).
- Produce accurate reports, track student information, and manage records with precision and confidentiality.
- Support administrative workflows to keep school operations running smoothly.
- Collaborate effectively with staff, leadership, and our school community in a fast-paced environment.

What We Are Looking For:

- Proven experience and exceptional strength in data management and database administration. Preferable to have previous NZQA and NCEA knowledge.
- High level of attention to detail and strong digital literacy.
- Ability to prioritise tasks and maintain composure in a busy school setting.
- A positive, adaptable team player.
- All applicants must display an authentic alignment with the ethos and values of Elim Christian College Mt Albert

How to Apply: If you have the technical strength and organisational skills to excel in this key administrative role, we would love to hear from you. Please complete the online application form: <https://elimmtalbert.school.nz/about/employment/>

Applications close: Tuesday, 25 August 2026 or earlier if a suitable applicant is found.