



**Elim
Christian
College
Mt Albert**

Elim Christian College Mt Albert
State Integrated Area School

Gateway Programme Administrator (Part-Time, Fixed-Term)

6 hours per week

(Days and hours of work to be agreed upon.)

We are seeking a motivated and experienced administrator for our Secondary Gateway Programme, commencing Term 1, 2027. As a school with a unique Christian character, we look for staff who will actively uphold our values while fostering a positive learning environment.

This is a fixed-term, non-teaching role commencing on 2 February 2027 and concluding on 15 December 2027.

Key responsibilities:

- Provide administrative support to the Gateway Coordinator
- Maintain accurate student placement records and documentation
- Assist with workplace health and safety compliance requirements
- Support data collection and reporting for the Tertiary Education Commission (TEC)
- Build and maintain effective professional networks and relationships with external providers, staff, and students

Essential skills:

- Ability to work effectively with senior students, external providers, and staff
- Strong communication skills, teamwork, and efficient time management
- Excellent attention to detail and proficiency with school systems
- Professionalism, high motivation, and an eagerness to learn

Desirable experience:

- Previous administrative experience within a school or educational setting
- Familiarity with vocational pathways, STAR, or Gateway programmes
- Ability to multitask, prioritise workload, and take initiative

Appointment is subject to satisfactory police vetting and safety checking requirements as prescribed under the Children's Act 2014.

Remuneration and employment conditions will be in accordance with the Support Staff in Schools Collective Agreement.

Applications close 15 November 2026. For any enquiries regarding this position, please contact the school office or email application enquiries directly.

To apply, please submit your CV and cover letter alongside the online application form:

[Application form](#)