POSITION DESCRIPTION

TITLE OF POSITION School Administrator ~ School of Teacher Education	0.7 FTE	SERVICE AREA School of Teacher Education
REPORTS TO Head of School, School of Teacher Education		LAST REVIEWED 12 November 2025

PURPOSE

The School Administrator provides a high standard of administrative support to the School of Teacher Education, in particular to the co-Heads of School and Programme Leaders.

KEY RELATIONSHIPS

Internal:
- co-Heads of School, School of Teacher Education
- Head of Administration
- Programme Leaders – Secondary
- Programme Leader – Primary
- Programme Leader – ECE
- School of Teacher Education Academic staff
- Executive Assistant
- Administration Staff
- Students

External:
- Relevant Professional and Reporting Bodies
- Industry Representatives
- Government Agencies
- Strategic Partners
- Relevant reporting bodies

KEY ACCOUNTABILITIES

RESPONSIBILITY	EXPECTED OUTCOMES
School Administration	- Support the co-Heads of School effectively to enable smooth running of the School of Teacher Education operations, including organization of school retreats and planning days, graduation events, school professional development - Provide reliable and consistent administrative support and maintain effective working relationships for the co-Heads of School, including communication to educators and/or students - Provide support to the co-Heads of School regarding the administration involved with workplans - Provide administrative support for school team and programme leader meetings, including collating and circulating agenda papers and documenting minutes, resolutions and actions

Programme Administration	• Support programme leaders with developing programme calendars and timetables • Make arrangements for programme meetings or events with key stakeholders, including scheduling time and venue, circulating agenda, setting up venue and provide in meeting support and catering as required, for information evenings, programme monitor visits, external moderation meetings, Programme Advisory Committee meetings • Coordinate textbook lists, course outlines and course pages on BTIonline
Quality Assurance	• Coordinate curriculum documents, programme regulations, handbooks, etc. updated and loaded on to BTIonline as required • Coordinate information related to the School of Teacher Education Annual Programme Reports, including the key programme statistics, course evaluation summaries, monitors reports, CRT/RPL and programme Educational Performance Indicators • Coordinate and follow up course evaluations, course evaluation summaries, course critique forms, course outlines and course teaching materials • Coordinate attendance and grade sheets for Student Administration team in their preparation for BOE (when automated will not be required)
Innovation	• Contribute to feedback on current practice, identifying solutions and suggesting systemic changes to practice • Actively participate in and contribute to the administration team to encourage transparency across activities, open sharing of knowledge, and actions to build a high-performance culture
Relationships	Collaborate with other administrative staff to work flexibly and share knowledge, ensuring the School meets its administration requirements
Ethos	It is a prerequisite to this role that you can demonstrate an alignment to BTI's values.
Health and Safety	Safe and healthy work practices are followed that comply with BTI policies and procedures, relevant work standards and statutory obligations.

Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

PERSON SPECIFICATION

Highly developed interpersonal and administration skills with a demonstrated ability to relate to staff and external clients at all levels and an ability to develop working relationships.

EDUCATIONAL QUALIFICATIONS

Essential

- Education to at least NCEA Level 2
- Tertiary study in business administration or similar demonstrated work experience

TRAINING, SKILLS AND KNOWLEDGE

Essential

- Previous experience in an advanced or executive administrative support role
- Excellent verbal and written English, particularly focused on business communication
- Proven knowledge of computers and computing systems in a business environment, particularly Microsoft suite
- Strong customer orientation in customer engagement and interactions with teams and stakeholders

Preferred

- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills

PERSONAL QUALITIES

- Ability to engage and communicate with all levels of staff and key stakeholders
- Adept at consistently developing and sustaining co-operative working relationships
- Able to maintain a flexible attitude to work tasks and have the ability to maintain a professional performance under pressure
- Good problem-solving skills
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service
- Commitment to equal opportunity and to BTI's partnership with Māori as intended by Te Tiriti o Waitangi.

12 November 2025