

## **School Administrator ~ School of Teacher Education**

### **Part-time (0.7 FTE) permanent role**

- Do you have proven experience in a high-level administration role?
- Would you bring energy, initiative and relationship-building skills to work with us?
- **Join us at BTI if you are excited by a fast-paced and multi-faceted role and you want to further invest your administrative skills and experience.**

#### **Ko wai mātou – Who are we?**

Bethlehem Tertiary Institute (BTI) is set within beautiful grounds in Bethlehem, Tauranga. We are a Category One, Private Training, Christian tertiary education provider delivering faith-informed, tertiary level, professional preparation qualifications.

We value: a Biblical worldview as formational, strength-based missional service, Te Tiriti-based relationships, and an integration of the personal and professional.

The School of Teacher Education comprises educators who teach in the Level 4 New Zealand Certificate in Study and Employment Skills, Early Childhood Education, Primary and Secondary programmes.

#### **Ngā kōrero mo te turanga – About the role**

As the School Administrator within the School of Teacher Education, you will play a key role in supporting the co-Heads of School and working closely with Programme Leaders and staff on the team. You will enjoy coordinating school events, supporting Programme Leaders with developing programme calendars, timetables, preparing agendas and minutes, documents, reports, quality assurance processes, resources and online teaching/learning platforms. We are a cohesive and highly engaged team focused on fostering student success.

#### **Ko wai koe? – Who are you?**

##### **Ideally you will have the following qualities, skills and experience:**

- Alignment with BTI's vision, mission and values and commitment to Te Tiriti-informed practice
- Proven and recent experience as an administrator
- Ability to embrace and enjoy a varied role and work well under pressure with competing priorities
- Self-motivation, efficiency and the ability to learn new skills quickly
- Excellent verbal and written English and a high degree of proficiency with Outlook and MS applications
- Discretion, confidentiality and initiative when working with team members
- Immaculate attention to detail, combined with strong time management and organisational skills
- The ability to prioritise tasks effectively and multi-task

For enquiries regarding the role, email Te Kaiarorangi Principal, Dr James Arkwright c/o [p.pratapsingh@bti.ac.nz](mailto:p.pratapsingh@bti.ac.nz)

Please apply via the SEEK website (a copy of the job description is available at [www.bti.ac.nz](http://www.bti.ac.nz))

Applications close at 5:00pm, **Friday, 5<sup>th</sup> December 2025** and should include:

- A short covering letter expressing interest in the position and how you meet the criteria for the role.
- A current curriculum vitae detailing your work history (including dates and position titles), educational qualifications and your preferred contact details.
- Examples of how your experience aligns with BTI's vision, mission, and values.
- Details of three referees including current and previous managers, peers, direct reports, or others who can help us understand your personal attributes and skills. Please ensure you provide their name, title, relationship to you, and preferred contact phone numbers. These referees will not be contacted unless you are the preferred candidate for this position.

Applications will be reviewed as they are received, and interviews may be conducted prior to the closing date.