



Sacred Heart Girls' College  
Manawa Tapu

**Property and Procurement Administrator**

Fixed Term (12 months) Part-time

Start date: 29 January 2024

Sacred Heart Girls' College is a Year 7-13 Catholic Integrated school, which celebrates the charism gifted to us by our founding order, the Sisters of Our Lady of the Missions. Supporting the Catholic Character of the college is a necessity; Living the Mission through Ako, Manaakitanga and Wāhine Toa.

The successful applicant will accept the condition to support, uphold and be positively involved in the special character of the school.

We are seeking an experienced Property and Procurement Administrator who knows how to work well with contractors and staff alike. The role will:

- Request quotes for capital and maintenance work as required.
- Raise purchase orders in Xero as required.
- Take responsibility for BWOF.
- Manage the maintenance ticket system and liaise with school Caretaker to clear requests.
- Work to ensure the 10-year Property Maintenance Plan is adhered to.

Hours of work are flexible and can be negotiated. It is anticipated that this job is up to 10 hours per week.

Applications close Monday 15 January 2024 at 4pm.

Address applications along with your CV and provide two professional referees with contact details to:

The Business Manager  
Sacred Heart Girls' College  
PO Box 3241, New Plymouth 4341  
Or Email: [cgy@shgcnp.school.nz](mailto:cgy@shgcnp.school.nz)