



People, Safety & Administration Manager

Fixed-term, part-time leave cover

About Us

Lincoln High School is a large and vibrant co-educational secondary school serving the Selwyn community. We are committed to creating an environment where students and staff can thrive and where our values of being respectful, reliable, supportive and resilient guide everything we do.

We are seeking an experienced and highly organised professional to join our team in a key leadership and operational support role.

About the Role

This position plays an important role in the smooth operation of the school. Working closely with the Principal and administration team, you will lead support staff HR administration, office operations, health and safety across the school and a range of compliance and support functions.

The role includes responsibility for support staff employment processes, payroll administration, recruitment support, leave management, health and safety leadership, staff records, compliance systems and the coordination of a variety of school operational functions.

This is a people-focused role that requires professionalism, discretion and the ability to manage multiple priorities in a busy school environment.

Note that we are also advertising a Property/Facilities Manager role – and the right candidate may be able to take on both roles as a full time – fixed term position.

About You

You will be an organised, proactive professional who is comfortable working with people, systems and operational detail. Ideally, you will bring:

- Experience in HR, office management, business administration, health and safety and/or operational leadership
- Strong organisational and administrative skills with excellent attention to detail
- Experience dealing with confidential information and employment documentation
- Sound understanding of employment, privacy, health and safety and compliance requirements
- Strong communication and relationship management skills
- Confidence using payroll and administration systems
- The ability to manage competing priorities while maintaining a high level of accuracy

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- A collaborative and solutions-focused approach
- Experience working within a school environment would be an advantage but is not essential

Position Details

Employment type	Fixed-term position covering a staff member on leave
Start date	Immediate start available
Hours	Part-time position, of at least 20 hours per week (extra hours may be possible depending on negotiated project work)
End date	18 December 2026
Remuneration	Salary will be paid at Grade 7 of the Support Staff in Schools Collective Agreement, with the exact rate dependent on skills and experience.

The Support Staff in Schools Collective Agreement can be viewed here: [Support Staff in Schools Collective Agreement](#)

Applications Close: Friday 21 August 2026 at 12 pm.

Application Pack: This is available from the LHS website under 'Our School':
[Property/Facilities Manager Application Pack](#)

Applications: Please send your application (cover letter, CV and the LHS application form) to the Principal's PA, Tracy Roberts: trb@lincoln.school.nz