

## Vacancy Information for Applicants

<b>Position</b>	<b>Executive Assistant and Board Secretary</b>
<b>Tenure</b>	Permanent, Full Time ( <i>40 hours per week, 50 weeks per year</i> )

Nayland College is held in high regard as an educational leader whose hard-working staff provide balanced educational opportunities that meet our students' needs.

Nayland College is seeking an exceptional Executive Assistant to support our Principal, Senior Leadership Team, and Board of Trustees. This is a pivotal role for an organised, proactive professional who thrives in a busy environment and enjoys making a meaningful impact within a school community.

As our Executive Assistant, you will provide high-level administrative and organisational support across the school's leadership functions. Your responsibilities will include:

- Managing calendars and appointments
- Coordinating recruitment administration
- Maintaining compliance documentation
- Producing high-quality communication and enrolment materials
- Supporting school events
- Ensuring our website and social media remain current and engaging
- You will also act as Board Secretary, Privacy Officer, and Returning Officer.

To be successful in this role you'll need:

- Strong administrative and organisational skills with superb attention to detail
- Excellent written and verbal communication abilities
- Confidence managing confidential information and navigating relevant legislation
- A proactive, solutions-focused approach
- The ability to build positive relationships with staff, students, caregivers, and external partners
- Competence using digital tools and managing online content.

This is a full time position and is remunerated as per the Support Staff in Schools Collective Agreement, based on qualifications and experience.

We are located in the beautiful city of Nelson, giving you the opportunity to work whilst having access to all the natural beauty and lifestyle options the Nelson/Tasman area is famous for.

Applicants must have NZ residency or a valid NZ work visa. Any appointment is subject to a satisfactory police vet. A full drivers licence is required.

## Application

Applications close with the Principal at **12.00pm on Friday 13 February 2026**.

Please complete the attached application form, include a covering letter and CV detailing qualifications and previous experience, and either email or post to the details below.

Email: [belinda.lee@nayland.school.nz](mailto:belinda.lee@nayland.school.nz)

Address: Nayland College, 166 Nayland Road, Stoke, Nelson 7011

## Interviews

Shortlisted applicants will be contacted for an interview within 7-10 days of the closing date.

## Appointment

Appointment will be confirmed as soon as possible, and the successful applicant will commence their new duties at a mutually agreeable date.

## Additional Information

A job description and relevant application form is attached.

Enquiries can be answered by:

Hannah Banks, Acting Principal

P: 03 547 9769 ext 801

E: [hannah.banks@nayland.school.nz](mailto:hannah.banks@nayland.school.nz)

Nayland College is an equal opportunities employer. Please contact the Principal if there is further information or clarification required.

Thank you for your enquiry.

A handwritten signature in blue ink, appearing to read "HB".

**Hannah Banks**  
Acting Principal

## Position Description

### Executive Assistant and Board Secretary

Name	[Name]
<b>Tenure</b>	Permanent, Full Time ( <i>40 hours per week, 50 weeks per year</i> )
<b>Responsible to</b>	School Board (Presiding Member) Principal

### Primary Expectations

The Executive Assistant/Board Secretary provides comprehensive administrative, organisational, and governance support to the Principal, Senior Leadership Team, and Board, managing key communications, compliance tasks, events, and documentation while upholding Nayland College's values and professional standards.

At Nayland College our values are Success, Opportunity, Ako and Respect. The expectation of all staff is to role model and support our values in action and support the school's commitment to honouring the principles of Te Tiriti o Waitangi within the school.

### Core Responsibilities

#### Te Tiriti o Waitangi

- Display a commitment to honouring the principles of Te Tiriti o Waitangi.

#### Executive Assistance

Duties including but not limited to:

- Administration support for the Senior Leadership team.
- Management of archives, both physical and on network.
- Support managing the Principal's appointments/calendar.
- Ensure purposeful advertising (i.e. application form, job description and information pack) and follow up of all vacancies via the college website and the media, as required.
- Ensure police vets and teacher registrations are managed as per legal requirements.
- Become familiar with the interpretation of relevant regulations, acts, formal departmental directives and administrative instructions appropriate to the above tasks.
- Other tasks as requested by the Senior Leadership Team (SLT).

## **Management and leadership**

Duties including but not limited to:

- Support the tone of the college by promoting a safe, healthy, and positive learning environment for students.
- Make sure that all international students at Nayland College get the best possible care and support throughout their secondary education.

## **Administration**

Duties including but not limited to:

- Produce and update enrolment information packages: Liaise with appropriate SLT member re preparation of subject information booklets and presentation of documents, i.e. Year 9 enrolment information, senior subject selection information, Year 10 subject selection information; and update on website.
- Produce other publicity documents, e.g. Regular e-newsletters, Prospectuses, Year 9 Information Booklet, Staff Handbook and Caregiver Handbook.
- Assist with organisation of prizegivings in support of the Deputy Principal.
- Ensure the website is updated regularly and all information is current and relevant.
- Ensure that school social media and other marketing tools are updated regularly with a range of engaging and professional articles/notices.
- Provide organisational assistance for various promotional events, e.g. Year 9 Parents' Evening, Year 9 Open Night, Prizegiving.
- Oversee the support staff appraisal process.
- Work with the Media Liaison to ensure Nayland College has a significant and positive media presence throughout the year.

## **Board Secretary**

Duties including but not limited to:

- Plan, attend and minute monthly board meetings.
- Ensure policy and delegation documentation is reviewed and maintained appropriately.
- Produce and circulate all documentation for board meetings to all board members (and others as requested).
- Liaise with board around the arrangement of discipline meetings and special meetings.
- Prepare correspondence and action any follow-up resulting from board and standing committee meetings.
- Produce board and committee meeting calendar, committee listing and committee obligations.

## **Special Responsibilities**

Duties including but not limited to:

- Act as Privacy Officer for Nayland College.
- Act as Returning Officer for the Nayland College Board.

## **As a member of the staff of Nayland College you will be familiar with and comply with the school's charter and policies**

- Positive professional relationships with all staff members are maintained.

- Contact with all students is on a strictly professional basis with the physical and emotional safety of the students being of paramount importance.
- School administration is supported.
- The hours of work as arranged are strictly followed.
- The Principal is informed of any absence from work immediately (illness etc.) so that other arrangements can be made if necessary.
- Any other tasks as allocated or directed by the Senior Leadership Team.
- **Confidentiality is a key requirement for this position.**

## Professional Development and Review

- Appraisal discussions with the Principal will identify strengths, areas for development and agreed professional goals. Professional development and training to be completed through negotiation with the Principal.
- Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this position description are being performed.
- Note: This position description should be read in conjunction with the relevant Contract of Employment.
- This position description may be reviewed annually at the discretion of the Principal.

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**[Name]**  
Executive Assistant and Board Secretary

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**Date**

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**Hannah Banks**  
Acting Principal

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**Date**



## Application for Appointment

<b>Position applied for</b>	<b>Executive Assistant and Board Secretary</b>
<b>Tenure</b>	Permanent, Full Time ( <i>40 hours per week, 50 weeks per year</i> )

### Information Statement

The information you provide on this application form, along with any other information you supply, will be used by the College solely for assessing your suitability for positions for which you have applied. If unsuccessful, your information contained in this application will be destroyed on completion of the appointment process unless otherwise requested by you. If successful, your personal information contained in this application will be held by and remain confidential to Nayland College. Under the Privacy Act 1993, you have the right (with certain exceptions) to request access to, and correction of, any personal information held by the College.

### Personal Details

<b>Title</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other:
<b>Full Name</b>					
<b>Postal Address</b>					
<b>Mobile Phone</b>					
<b>Email Address</b>					
<b>Date of Birth</b> (optional)					
<b>Gender</b>					
<b>Ethnicity</b>					
<b>Emergency Contact Name</b>					
<b>Emergency Contact Mobile</b>					
<b>Are you a NZ Citizen/Resident?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
<b>If No do you hold a Work Visa/Permit?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Relevant documents must be sighted)		

### Teaching Registration Details (if applicable)

<b>Registration Status</b>	<input type="checkbox"/> Full	<input type="checkbox"/> Provisional	<input type="checkbox"/> Subject to Confirmation	<input type="checkbox"/> LAT
<b>Registration Number</b>				
<b>Renewal Date</b>				
<b>Ministry of Education Employment Number</b> (if previously employed in education sector)				

## Referees

**Please provide the names and contact details for two references who may be contacted to provide information to support your application.**

<b>Name</b>	<b>Name</b>
<hr/>	<hr/>
<b>Address</b>	<b>Address</b>
<hr/>	<hr/>
<b>Phone</b>	<b>Phone</b>
<hr/>	<hr/>
<b>Email</b>	<b>Email</b>
<hr/>	<hr/>
<b>Relationship</b>	<b>Relationship</b>
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## Declaration

**Please describe any injury or illness, or other known conditions that you have that may affect your ability to effectively carry out the duties and responsibilities of the position.**

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**Have you ever been convicted of any offence against the Law (apart from minor traffic convictions) or otherwise know of any reason you should not be employed to work in a school environment?**

NO       YES      If YES, you may be asked to provide a copy of relevant court records and be asked to comment further.

- I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in my application for this position and in my CV is true and correct. I understand that this may be verified and that failure to provide correct and true details of any conviction may make me liable for dismissal from the employment of the Board of Trustees.
- I give Nayland College permission to seek information about my employment and personal background from nominated referees and previous employers. I understand that this information will be treated in complete confidence and only used for staff selection purposes.

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**Applicant's Signature**

**Date**

Please return this application form with your CV and cover letter before 12pm on Friday 13 February 2026 to:

**Hannah Banks**  
Acting Principal  
Nayland College  
166 Nayland Road  
Stoke  
Nelson 7010

or

**Belinda Lee**  
Executive Assistant and Board Secretary  
[belinda.lee@nayland.school.nz](mailto:belinda.lee@nayland.school.nz)