



Job Title	HUMAN RESOURCES ADMINISTRATOR	
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Position	Fixed Term	Part Time
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- Applications are invited from applicants who are passionate about the learning of students and wish to be an integral part of Middleton Grange School. Applicants must be willing to uphold the Christian Special Character of the School out of respect for the School (See website for more information)
- Middleton Grange School is a composite Area School. All Support Staff are employed under the terms and conditions of the Support Staff in Schools' Collective Agreement.
- To apply please submit a completed Application Form, cover letter and your CV
- **Applications Close 9am 30 April 2025**
- Following the creation of a short list of applicants, interviews may be held.

Applicant Personal Information

Full Name					
Title	<input type="radio"/> Mr	<input type="radio"/> Mrs	<input type="radio"/> Miss	<input type="radio"/> Ms	<input type="radio"/> Other preferred title – enter here:
Current Residential Address					
Email					
Preferred Contact Phone Number					

Immigration information

Nationality	Country of Birth		
Are you a New Zealand or Australian Citizen	<input type="radio"/> Yes	<input type="radio"/> No	
If not, do you have Resident status, or	<input type="radio"/> Yes	<input type="radio"/> No	
A current Work Permit	<input type="radio"/> Yes	<input type="radio"/> No	

Official Information (If you answer 'Yes' to any of the following please provide details on a separate sheet)

Have you ever been convicted for any criminal act / received a Police diversion / been discharged without conviction / are awaiting sentencing or have any charges pending?	<input type="radio"/> Yes	<input type="radio"/> No
Have you ever been the subject of any concerns involving child safety?	<input type="radio"/> Yes	<input type="radio"/> No
Have you ever taught or worked under a different name?	<input type="radio"/> Yes	<input type="radio"/> No
Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome which the tasks of this position may aggravate or contribute to?	<input type="radio"/> Yes	<input type="radio"/> No

Vulnerable Children's Act 2014

Prior to starting at Middleton Grange School you are required to provide 'Proof of Identity'. Forms of Proof of Identity include Passport or NZ Birth Certificate (issued in 1998 or later) and Driving Licence or IRD number and any relevant change of name documentation.

Supporting Statement

- Please read the information 'About MGS' on the school website.
- The School's Vision and Mission, Statement of Special Character and Statement of Belief (refer below) clearly explain the Special Character of the School which is foundational to the philosophy of the school and impacts significantly on the day to day life of the school.
- Middleton Grange School bases its teachings and beliefs on the Bible, both Old and New Testaments, which the school regards as the very Word of God, divinely inspired and trustworthy with supreme authority in all matters of faith and conduct. These teachings are expounded in many of Middleton Grange School's public and internal documents, both printed and on the school's website.
- In this context support staff are not required to agree with the School's Vision and Mission, the teachings and beliefs which make up the School's Special Character and the Statement of Belief but are expected to uphold them out of respect for the Special Character of the School.

If relevant, provide details of any associations, groups, church that you belong to which you think may be of relevance to this position and Middleton Grange School

Comment on what you know about Middleton Grange School and what motivates you to apply for this position

What skills / experience do you have which would fit for the requirements of this position?

Referees

Please provide names, addresses and telephone numbers of THREE referees who would be able to attest to your character and your ability to competently fulfil this position. The applicant authorises the Principal of Middleton Grange School (or delegate) to contact the following referees.

Name	
Position / Title	
Your relationship with this person	
Email	
Preferred contact number	
Address	
Name	
Position / Title	
Your relationship with this person	
Email	
Preferred contact number	
Address	
Name	
Position / Title	
Your relationship with this person	
Church	
Email	
Preferred contact number	
Address	

Certification I certify that (Please tick (✓) each statement)

The School's Vision and Mission, Statement of Special Character and Statement of Belief (refer below) clearly explain the Special Character of the school which is foundational to the philosophy and teaching of the school and impacts significantly on the day to day life of the school. Support staff are expected to uphold the Special Character of the school out of respect for the school.

Please tick (✓) each statement and sign below

<input type="radio"/>	The information I have supplied in this application is true and correct	
<input type="radio"/>	I have authorised the Board to contact referees	
<input type="radio"/>	I know of no reason why I would not be suitable to work with children / young people	
<input type="radio"/>	I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment or if appointed, may be liable to be dismissed	
<input type="radio"/>	I have been given a copy of the School's Vision and Mission, Statement of Special Character and Statement of Belief	
Name	Signature	Date

Please return this form and CV to

Applications to be returned by the closing date to:

- **e-mail** office@middleton.school.nz
- **note** *Scanned or hard copy must be signed in your own hand before emailing*

Upload

- Cover letter
- Application Form
- CV

CV Please attach your CV and show the following information as appropriate.

- **Qualifications.** Include all qualifications in addition to the year they were attained and the institutions they were conferred that are of direct relevance to this position
- **Employment** Please provide details of your current and previous employment including name of employer, date commenced, date finished, and a brief description of the responsibilities involved
- **Additional Information** Please provide details of any personal attributes you feel contribute to your success in this position

Middleton Grange School

STATEMENT OF SPECIAL CHARACTER

CONTEXT

1. Middleton Grange School is a non denominational Christian School established for new entrants to Form 7 in 1964 by the Christian Schools Trust in Christchurch. The School was founded to establish the educational needs of Christian families and present the message of the gospel to children and the community within the context of Biblical truth and practice as recognised by adherents of the evangelical Christian faith. The same Biblical truth and practice encourages a mission perspective. Students are expected to support the Special Character of the School.

WHO DETERMINES AND SAFEGUARDS

2. The Special Character of the School is determined by Biblical principles and practice. The Christian Schools Trust, the Board of Trustees and all staff endeavour to work out those Biblical principles and practices in the School. All staff members are required to uphold the Special Character of the School and all members of the Board of Trustees are expected equally to acknowledge their willingness to support the Special Character. The Christian Schools Trust reserves the right to determine from time to time what is necessary to preserve and safeguard the Special Character.

GOALS AND PRINCIPLE FEATURES OF SPECIAL CHARACTER

3. The School is a caring community built on Christian beliefs which permeate all aspects of School life. These beliefs recognise God's purposes are revealed in the Scriptures and in the risen Lord Jesus Christ. They are dynamic and determine the purpose and content of the curriculum in a changing community. They were originally expressed, for the School (in a summary form subordinate to the Scriptures), in the annexed statement of belief incorporated in the Trust Deed for the Christian Schools Trust when the School was founded.
4. Because these beliefs encompass all aspects of School and permeate the mind and heart of each staff member all staff must demonstrate unqualified commitment to the School's Special Character.
5. The objective of the Christian Schools Trust is to pass onto students the truth that all creation is subordinate to the Will of God as expressed in the Scriptures; that all truth finds its meaning and centre in God and that God gives purpose and hope to individuals as well as His creation by virtue of the redemptive work of Jesus Christ. It is the redemptive work of Jesus Christ, communicated by the Holy Spirit operating in the human individual, that gives substance to intellectual, physical, spiritual, ethical, emotional, social and aesthetic development.
6. The curriculum, including all the New Zealand Curriculum Statements, is presented within a Christian world view. Such a world view gives perspective and meaning to all learning in the School.
7. Implicit in the curriculum is the development of character exemplified by the Decalogue and Beatitudes. Such character is the foundation for personal and social peace, just government, responsible citizenship, compassionate neighbourliness, wise parenting and a responsible attitude to creation. Such character also recognises that a life of self renouncing love is one of liberty.

STATEMENT OF BELIEF

We believe in:

1. The unity of the Father, the Son and the Holy Spirit in the Godhead.
2. The Sovereignty of God in creation, revelation, redemption and final judgement.
3. The divine inspiration and trustworthiness of Holy Scripture, as originally given and its supreme authority in all matters of faith and conduct.
4. The universal sinfulness and guilt of human nature since the fall, rendering humankind subject to God's wrath and condemnation.
5. Redemption from the guilt, penalty, pollution and power of sin only through the sacrificial death (as our representative and substitute) of Jesus Christ, the incarnate Son of God.
6. The bodily resurrection of Jesus Christ from the dead, His ascension, His mediatorial work and His personal return in power and glory.
7. The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner, granting them repentance toward God and faith in Jesus Christ.
8. The indwelling and sanctifying work of the Holy Spirit in the believer.
9. The one holy, universal church, which is the Body of Christ, to which all true believers belong and in which they are united through the Spirit.
10. The resurrection of the body and life everlasting.

VISION & MISSION STATEMENTS

Our Vision

Middleton Grange School assists families in the education of their children by providing an environment in which the Biblical truths of Jesus Christ are taught and lived.

Our Mission Statement

At Middleton Grange School we are committed to a rigorous learning culture based on an understanding of truth as revealed in the whole counsel of Scripture. We equip students with the knowledge and skills to understand their heritage and their place in it; and to critique and engage contemporary society. We work with parents to encourage students in their gifts and abilities to serve God and others.