



Now hiring

PEOPLE AND CULTURE ADMINISTRATOR

PART TIME | IMMEDIATE START AVAILABLE

Applications close 6 March 2026



Are you ready to use your Administration skills to serve a mission that matters? NT Christian Schools is seeking a proactive and detail-focused People & Culture Administrator to assist with recruitment, onboarding, compliance and workforce systems across our growing Christian school network in the Northern Territory.

You'll play a key part in strengthening our staff communities and supporting Christ-centred education across the Top End by helping support the full employee lifecycle; from preparing contracts and assisting in onboarding new staff to maintaining accurate workforce data and monitoring compliance requirements. You'll work closely with the People & Culture Business Partners to ensure our systems, documentation and processes run smoothly to serve our staff and student communities well.

If you're a committed Christian looking to make a difference utilising your Human Resources and administration skills we would love to hear from you. The ideal candidate brings strong organisational skills, great attention to detail and a heart for service.

Apply now! Adventure awaits. Step into a role where faith, purpose and professionalism come together. Apply at <https://www.ntchristianschools.com.au/careers>.

WHY WORK WITH US

- Six weeks annual leave
- 15 days personal leave
- 12% Super Contribution
- Long-Service Leave pro-rata after five years
- Tuition discounts for staff children*
- Salary Sacrificing and health care corporate rates*
- Relocation assistance*
- Ongoing professional development
- Additional paid maternity leave
- Access to staff wellbeing program

*Conditions apply

APPLY NOW

JOB DESCRIPTION

Job Title:	People and Culture Administrator
Job Type:	Part-time 0.6FTE
Salary Classification:	AO4.1 – AO4.6
2026 Salary Range:	\$83,139 - \$93,706 Depending on qualifications and experience Plus, superannuation contribution of 12% of your annual salary
Annual Leave:	6 weeks
Location:	Business Systems Office
Reporting to:	Senior Manager, People and Culture
Date advertised	February 2026

Introduction

NT Christian Schools is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction. Accordingly, in furtherance of the religious ethos of NT Christian Schools all staff will be required to deliver or contribute to religious education, to lead or otherwise assist in the conduct of religious services and otherwise engage in religious practices and observances (including, but not limited to, leading prayers or devotions and sharing testimonies), either with fellow staff or students. As representatives of NT Christian Schools, it is a genuine occupational qualification of such roles that applicants hold and act consistently with the religious beliefs of NT Christian Schools, including as articulated in the Policies and Procedures of NT Christian Schools.

NT Christian Schools exists to provide a thoroughly Christian education and to give effective witness to the biblically based religious beliefs of the Company. As such, holding the religious beliefs of NT Christian Schools as articulated in the Policies and Procedures of NT Christian Schools is a genuine occupational qualification of this role.

You are expected to have a clear understanding of, and unqualified commitment to the biblical basis, including as articulated in the Policies and Procedures of NT Christian Schools, and to act both in the work place and in other contexts in ways that are consistent with those beliefs, in order to provide an authentic Christian witness.

This role is required to practice, deliver and contribute to religious education in a manner that is consistent with the Policies and Procedures of NT Christian Schools and to model a life consistent with those beliefs. As such, this role requires the highest commitment to the Lord, the Bible and to schooling from a distinctively Christian perspective, consistent with the Policies and Procedures of NT Christian Schools.

This will be evident in supporting the teaching of the Australian curriculum from a biblical worldview, participating in and leading staff devotions and leading student devotions and prayer time and through the sharing of your personal testimony. In addition, staff offer a reflection of their own

growing relationship with Christ, which is itself affirmed by living a life consistent with the teaching of the word of God. Accordingly, the modelling of an authentic Christian life is a core requirement of the position, reflecting the foundational contribution the position makes to the maintenance of the religious ethos of the school.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. NT Christian Schools has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

All employees for NT Christian Schools are to be committed to ensuring child safety, health and wellbeing practices are followed and upheld. These practices are embedded in NT Christian Schools policy and culture as guided under current legislation.

General Expectations

Business Systems Office:

NT Christian Schools is a recognised school system and the System Office plays a key role in ensuring that teaching and learning and corporate services are all managed for our school system as efficiently and effectively as possible.

The relationship between our staff and students is nevertheless uppermost in our minds, as we endeavour to provide the best corporate services possible to allow that relationship to flourish and for school communities to live out our mission and values.

The system office also plays a key role in relationship building and promotion to government departments, members of parliament and national associations such as CEN.

The Business Services department provides risk management, IT services, policy development and compliance, fleet management, marketing and communication services to NT Christian School departments and campuses, tailored to their needs while focused on supporting the NT Christian Schools strategic plan. The Business Services department ensures the implementation of NT Christian Schools, NT Government and Commonwealth Government policies and strategic direction of the organisation across the Territory

P&C - The P&C Team at NT Christian Schools serves the organization in supporting workforce management, training and development, compensation and benefits, performance management administration and Employee relations. We work to provide transparency and autonomy to enable teachers and school leaders to develop a cohesive, safe and well-functioning team.

These responsibilities and duties are underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, Christ-centred and safe work environment.

Position Overview

The Human Resources Administrator provides high-level administrative and compliance support across the employee lifecycle within NT Christian Schools. The role ensures accurate People and Culture system management (TechOne), legislative compliance, workforce monitoring, and effective onboarding and offboarding processes.

Working collaboratively with the People and Culture Business Partners, this role supports recruitment, contract administration, staff accreditation monitoring, and governance requirements across all NTCS campuses.

The People and Culture Administrator plays a key role in maintaining workforce integrity, supporting campus leaders, and ensuring alignment with Fair Work legislation, visa conditions, and NTCS policies and procedures.

Key Duties and Responsibilities

Recruitment & Onboarding

- Work collaboratively with People and Culture Business Partners from recruitment through to onboarding.
- Onboard new staff members into TechOne, ensuring accurate and compliant data entry.
- Prepare employment documentation, contracts, and variations.
- Ensure all pre-employment compliance documentation is completed.
- Support School Campus leaders throughout the onboarding process.

P&C Systems Administration (TechOne)

- Update employment changes in TechOne, including:
 - ✓ FTE variations
 - ✓ Contract variations
 - ✓ Salary adjustments
 - ✓ Position changes
- Maintain accurate and up-to-date employee records.
- Ensure confidentiality and integrity of People and Culture data.
- Generate reports as required to support workforce planning and compliance monitoring.

Compliance & Workforce Governance

- Monitor fixed-term contracts to ensure compliance with the Fair Work Act 2009 and organisational policies.
- Ensure Positions of Responsibility are appropriately documented and monitored within approved terms.
- Monitor visa conditions for applicable employees and report potential breaches.
- Support audits and governance requirements.
- Ensure employment arrangements align with NTCS policies and legislative obligations.

Staff Competencies & Accreditation Monitoring

- Maintain records of staff competencies, registrations, and mandatory accreditations.
- Follow up with NTCS campuses to ensure required documentation is current.
- Monitor expiry dates and notify campus leaders of renewals.
- Ensure compliance with teacher registration and mandatory reporting requirements.

Employee Exit Management

- Oversee staff exit processes, including:
- Processing terminations in TechOne

- Coordinating exit surveys
- Ensuring documentation is completed
- Prepare Statements of Service for exiting employees.
- Maintain accurate records and ensure system updates are completed in a timely manner.

Selection criteria

Essential:

- A committed Christian actively involved in your local church.
- Prove an ability to effectively model Christian values as expressed in the Policies and Procedures of NT Christian Schools and to give an authentic witness to those values.
- Demonstrate or be willing to develop, the ability to draw upon the beliefs articulated in the Policies and Procedures of NT Christian Schools to prepare an environment and culture of biblical perspective enhancing significant outcomes for students.
- Provide reliable administrative support, with strong time management, organisational skills and attention to detail.
- Ability to build positive and productive working relationships with team members, senior staff and clients to achieve shared outcomes.
- Strong communication skills, with the ability to build positive and respectful interactions with contractors and staff from diverse backgrounds.
- Ability to manage competing priorities, work through challenges, use initiative and meet deadlines.
- Sound computer literacy, including working knowledge of Microsoft Office, workflow management tools, and information management systems.
- Demonstrated experience in Human Resources administration.

Desirable:

- Experience working in a school setting.
- Experience in Technology One or similar information management system.

Further Requirements:

- Must hold a valid Working with Children (Ochre) Card.
- Must have a valid NT police check within the last 12 months, or invoice of order for one.
- Must hold a current NT Driver's License.