



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

 [ntchristianschools.com.au](https://www.ntchristianschools.com.au)

 humanresources@ntchristianschools.com.au