

Job Advertisement

Learning Systems and Programmes Administrator

- Analytical system administrator and tester
- Exceptional customer service
- Strong organisational skills

Are you a tech-savvy problem solver with a passion for supporting adult learners and enhancing education systems? Do you thrive in a collaborative, bicultural environment where innovation and care go hand in hand?

Mō te Pakihi | About us

Te Rito Maioha, Early Childhood New Zealand are leaders in early childhood and primary education – growing teachers, leaders, experts, knowledge and bicultural practices so every child learns and thrives. As a tertiary provider, we offer diploma, degree and postgraduate qualifications in early childhood and primary education, shaped by the latest research, new knowledge and fresh thinking. As a membership organisation, we are a strong voice advocating for our sector and connecting our members with the sector-related issues, policy and professional development.

Mō te Tūranga | About the role

We're looking for a smart, agile administrator to join our Learning Design and Delivery Support team. You'll play a key role in maintaining and improving our learning management system (Moodle), supporting staff and students, and ensuring the smooth delivery of our teacher education programmes.

What You'll Do

- Provide technical and administrative support across our eLearning platforms.
- Deliver exceptional helpdesk support to students and staff, resolving queries related to online learning and Office 365 access.
- Assist with course setup, enrolments, and content consistency across Moodle.
- Support the development and maintenance of e-portfolio templates and learning resources.
- Collaborate with teaching staff to ensure course materials are accurate, engaging, and aligned with our style guide.
- Contribute to continuous improvement by testing systems, updating documentation, and recommending enhancements.
- Explore and apply AI tools and technologies to improve learning experiences, streamline administrative processes, and support student success.

Mou | About you

- Strong organisational and time management skills.

- Excellent customer service and relationship-building abilities.
- A detail-oriented, analytical mindset with a love for troubleshooting.
- Confidence using digital tools like Moodle, Zoom, MS Teams, and Office 365.
- A commitment to bicultural practice and understanding of Te Tiriti o Waitangi.
- Experience in education or learning support is a plus.

You'll Thrive Here If You Are:

- A curious and proactive learner.
- A natural collaborator who enjoys helping others succeed.
- Flexible and able to juggle multiple tasks with ease.
- Kind, considerate, and passionate about supporting adult learners.

Me tono mai inaiane | Apply now!

At Te Rito Maioha, we're shaping early childhood education, so every child thrives and learns. Join us in making a difference.

Applications for this role close **on 21st November 2025**. If you'd like to apply, please put together a one-page cover letter demonstrating your key skills and experience in relation to this role and hit the APPLY button on SEEK.

Please feel free to contact Dawn Macowan, Learning Design and Delivery Support Manager on 64 04 471 6803 to discuss this role.

To apply for this vacancy, you **MUST** be a New Zealand citizen, resident, or have already secured the right to work in New Zealand and hold a valid visa.