



ST GEORGE CHRISTIAN SCHOOL

## JOB DESCRIPTION

St George Christian School (SGCS) is a K-12 Co-educational School with a reputation for strong academic outcomes, intentional pastoral care and a disciplined and warm environment. Our devoted staff, strive to make a positive difference in the life of their students.

SGCS is based across two campuses in the St George region of Sydney. Our size (dual stream from K-6 and triple stream from 7-12) positions us well to know each student and enables the provision of a breadth of subject choices and co-curricular activities.

SGCS is a dynamic learning community encouraging the development of students' personal character and gifts, whilst experiencing joy in learning and excellence in teaching in a supportive K-12 co-educational Christian environment.

### Events Assistant – Senior School

**Permanent Part Time-3 days per week**

**Hurstville Campus**

**Immediate Start**

SGCS requires all staff members to meet the school's requirements of being a committed, evangelical Christian who regularly attends a church and is in full agreement with the [SGCS Statement of Faith](#).

Reporting to the Head of Senior School, the Senior School Events Assistant is a part-time role responsible for providing administrative support for Senior School events and programs. Working alongside the Senior School Administrative Assistant at the Senior School Atrium Reception, this position requires excellent organisational skills, attention to detail, flexibility and the ability to multitask in a dynamic school environment.

#### Key Responsibilities:

- Assist with planning for Senior School events and programs, such as the School Musical, HSC Showcase, Presentation Assemblies, The Duke of Edinburgh Award Program and Senior School Photo Day.
- Manage Senior School enquiries from students, parents, and visitors and direct them appropriately.
- Assist with student attendance records.
- Provide basic first aid to students where required (first aid training will be provided).

#### Qualifications and Skills:

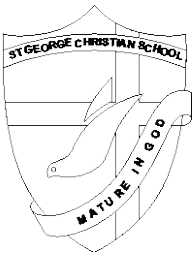
- Excellent communication and interpersonal skills
- Strong organisational and time management abilities
- Proficiency in Microsoft Office Suite
- Ability to work independently and as part of a team
- Customer service-oriented with a friendly and professional manner
- Experience in an educational setting preferred but not essential
- First Aid Certificate preferred

#### Work Schedule

This is a part-time position during school terms, including:

- Staff preparation days during "Week Zero" (prior to students commencing in Term 1)
- Staff only days at the conclusion of the school year
- One day after the end of Terms 1, 2, and 3

The role requires the successful candidate to work on Mondays and two other days that are negotiable. Flexibility may be required to attend events.



Salary and conditions are consistent with the NSW Christian Schools Teaching Staff Multi – Enterprise Agreement 2020-2023.

## Application Process

Forward your application including:

- Cover Letter
- [SGCS General Staff Application Form](#)
- Resume
- References

to [employment@sgcs.com.au](mailto:employment@sgcs.com.au) by 4:00pm on Wednesday 12 March, 2025

St George Christian School's mission is to develop each person's character and gifts, for serving God and his people by promoting joy in learning, excellence in teaching and personal Christian faith and growth towards maturity. The School is committed to ensuring the safety, welfare and wellbeing of all children at the School and is dedicated to protecting them from abuse and harm.