



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 difference in the life of their students.

SGCS is a registered and accredited school with the NSW Education Standards Authority (NESA). The School 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.

Archive Records Officer - Temp Part-Time (12 months)

The Records Officer is responsible for preparing, scanning and coding documents and files. The position reports to the Office Manager. The candidate must meet the general school requirements of being a committed Christian who is in full agreement with the school's confession of faith.

Key Accountabilities

- Prepare, scan and code documents into the school's database.
- Ensure preparation and scanning of documents is completed in an accurate and timely manner.
- Interpret and apply relevant policies and procedures regarding Document archiving.

Key Selection Criteria

- Excellent attention to detail.
- Competent with digital technology including Microsoft Office, Adobe Acrobat and scanning devices.
- A quick learner who is reliable and efficient.
- Ability to work with confidential and sensitive information.
- Able to work independently and with minimal supervision.
- Able to lift archive boxes, which weigh up to 10kgs.
- Capacity to make decisions compliant with published criteria.

Qualifications and Experience

- Previous office experience would be an advantage.

This is a Temporary Part-Time role (hours are flexible during Term time). Salary and conditions are consistent with the NSW Christian Schools General Staff Multi-Enterprise Agreement 2020-2023.

Please forward your resume, completed SGCS Non-Teaching Application Form (available on our website) and references to employment@sgcs.com.au by 4.00pm Wednesday 10 March 2021.



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CONFESSION OF FAITH

1. The unity of the Father of the Son and of the Holy Spirit in the Godhead.
2. The Sovereignty of God in creation, providence, revelation, redemption and final judgment.
3. The divine and entire trustworthiness of Holy Scripture and its supreme authority in all matters of faith and conduct.
4. The sinfulness and guilt of all men since the fall rendering them subject to God's wrath and condemnation.
5. Redemption from the guilt penalty and power of sin solely through the sacrificial death of our representative and substitute, Jesus, the Incarnate Son of God.
6. The bodily resurrection of the Lord Jesus Christ from the dead and His ascension to the right hand of God the Father.
7. The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner granting his repentance towards God and faith in our Lord Jesus Christ.
8. The justification of the sinner by the grace of God through faith in Christ alone.
9. The indwelling and work of the Holy Spirit in the believer.
10. The one holy, universal church which is the body of Christ and to which all true believers belong.
11. The expectation of the personal return of the Lord Jesus Christ.