



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.

PA to Head of Middle School/Director of Professional Learning

Directly responsible to the Head of Middle School and Director of Professional Learning, we are seeking a Personal Assistant who possesses:

- Strong interpersonal and relational skills
- Ability to liaise with staff, students and parents
- High level of initiative and discretion
- A positive attitude and a proactive and calm approach
- Professionally presented and well spoken
- High degree of attention to detail and accuracy
- Writing, proofreading, and editing skills
- Ability to anticipate workflow, prioritise and meet deadlines
- Able to work independently, yet supportive of the broader Administrative team
- Excellent Microsoft Office skills

Responsibilities will include:

1. Managing administrative requirements for Head of Middle School and Home Room Teachers
2. Managing administrative requirements related to Professional Learning
3. Coordinating all excursions and camp requirements including bookings, liaison with venues, transport and paperwork
4. Undertaking the administrative requirements and coordinating the catering for all Middle School events
5. Undertaking the administrative requirements for Final Assemblies and Presentation Evening

This is a permanent full-time position, working 5 days per week (9.00am to 4.00pm) during term time, and 1 day in Week 0 and 1 day after the office closes at the end of the year. Salary and conditions are consistent with the NSW Christian Schools General Staff Multi Enterprise Agreement 2021 – 2023.

Please forward your resume, completed SGCS Non-Teaching Application Form (available on our website) and references to employment@sgcs.com.au



ST GEORGE CHRISTIAN SCHOOL JOB DESCRIPTION

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.