



# 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.

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.

## **Administration Assistant**

### **Temporary Part Time – 3 days per week**

#### **(12 month Maternity Leave Position)**

#### **Hurstville Campus**

The Administration Assistant will be part of a small team working at the main office reception and will be responsible for admin support in various areas. This role welcomes and greets parents, students, staff and visitors and is the face of St George Christian School. We are looking for an Admin Assistant who has a welcoming and professional manner for all internal and external enquiries via phone, email, and face-to-face. This role reports to the Office Manager.

They must also meet the general school requirements of being a committed Christian who is in full agreement with the school's confession of faith. This position will commence on 31 January 2022.

#### **The successful applicant will be responsible for:**

- Welcoming parents, students, staff and visitors in a professional first point of contact for the school
- Answer and direct phone call enquiries and emails
- Attend to parent, staff and student enquiries and process payments
- Student attendance early/late leave entries
- Assist the School Nurse with first aid and dispensing of student medications
- Organises bus bookings and couriers
- Collect, process and deliver incoming and outgoing mail
- Stationary orders
- Yearbook page creation
- Photocopying and filing as required
- Other administrative duties as required



# ST GEORGE CHRISTIAN SCHOOL

## CONFESSION OF FAITH

### **Skills and Attributes Needed:**

- Excellent communication skills and a professional phone and friendly customer service manner
- Proficiency in MS Office/Word/Excel and experience using the Adobe Creative Suite is desirable.
- A high level of discretion with ability to maintain confidentiality, organisational skills and emotional self-regulation
- Accounts experience desirable
- Ability to work collaboratively in a busy office environment with competing priorities

This is a Temporary Part Time role working 3 days per week, 8.00am to 4.00pm during term time only, commencing 31 January 2022. Salary and conditions are consistent with the NSW Christian Schools General Staff Multi-Enterprise Agreement 2020-2023. Forward the SGCS General Staff Application Form, Resume and references to [employment@sgcs.com.au](mailto:employment@sgcs.com.au) by 4.00pm Friday 21 January 2022. Applicants may be interviewed ahead of closing date should a suitable applicant be identified.

*All SGCS staff are required by the Public Health (COVID-19 Vaccination of Education and Care Workers) Order 2021 to be fully vaccinated against Covid 19.*

*In accordance with Child Protection legislation anyone seeking child-related employment are required to complete a Working with Children (WWC) Check clearance prior to employment.*



# ST GEORGE CHRISTIAN SCHOOL

## 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.