



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.

## **Administration Assistant**

### **Temporary Part Time – 4-5 days per week**

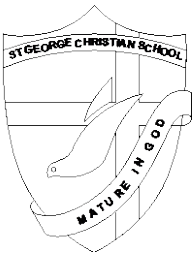
**(Maternity Leave Position)**  
**Hurstville Campus**

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](#).

This Administration Assistant will be part of a small team working at the main office reception and will be responsible for administrative 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 Administration Assistant who has a welcoming and professional manner for all internal and external enquiries via phone, email, and face-to-face.

#### **The Role:**

- Welcome parents, students, visitors and staff in a professional manner as the first point of contact for the school
- Answer and direct phone call enquiries and emails
- Attend to parent, student and staff enquiries
- Assist with student attendance records
- Assist the School Nurse with first aid and dispensing of student medications
- Process various payments
- Assist with the organisation of the school calendar
- Organise bus bookings and couriers
- Organise school facilities bookings and agreements for external parties
- Collect, process and deliver incoming and outgoing mail
- Stationary orders for the staff in the main office
- Photocopying and filing as required
- Other ad hoc administrative requests as required by the Office Manager



## What we're looking for:

- Excellent communication and interpersonal skills
- Customer service focused with a friendly and professional manner
- Proficient in Microsoft Office Suite
- Experience working in a school environment is desirable
- A high level of discretion with ability to maintain confidentiality and strong organisational skills
- Accounts experience desirable
- Ability to work collaboratively in a busy office environment with competing priorities

## Remuneration:

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

Reporting to the Office Manager, this role is a Temporary Part Time Maternity Leave role working 4-5 days per week, 8.00am to 4.00pm during school terms including:

- Staff preparation days during Week Zero (the week prior to student commencement)
- Staff only days at the conclusion of the school year
- Days to be worked after the end of Terms 1, 2, and 3 (negotiable)

This position will commence on or before 10 November 2025 until 16 October 2026.

## 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 Friday 17 October 2025

NOTE: Interviews may begin as suitable applications are received so early applications are encouraged. This position may be filled prior to the closing date.

*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.*