



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 co-educational K-12 Christian environment.

School Reception - Administrative Assistant

Infants School – Sans Souci

Permanent Part-Time

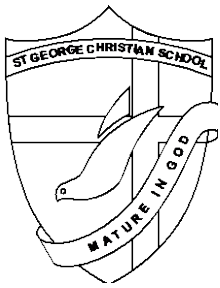
SGCS requires all staff members to meet the school's requirements of being a committed, evangelical Christian who regularly attends a church and is in full agreement with the [SGCS Statement of Faith](#).

The Infants School is seeking a School Receptionist with experienced administrative skills to oversee our Reception, commencing Term 1 2026 or earlier upon agreement. This is a part-time, permanent position working from 8:00am – 4:00pm one day per week.

As the first point of contact for the Infants school, you will be responsible for welcoming parents, visitors, students and staff in a warm, approachable and professional manner. Confidently managing a busy front desk, you will assist visitors with their enquiries, receive phone calls and deliveries, manage student attendance entries and enquiries, administer first aid and dispense student medication, and undertake a range of administrative duties. A genuine joy for working with children is a must and experience working with young children would be an advantage. This position is suitable for someone who thrives in a dynamic environment, and has the ability to be flexible and adapt in the moment.

Essential skills:

- Professionally presented and well spoken
- Ability to connect with others and create a welcoming space
- High level of initiative and discretion
- 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
- Willingness to participate in the full life of the School
- Excellent Microsoft Office skills and various IT platform e.g. teams, google,



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CONFESSION OF FAITH

Salary and conditions are consistent with the NSW Christian Schools General Staff Multi Enterprise Agreement 2021 – 2023.

Application Process

Forward your application including:

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

to employment@sgcs.com.au by 4:00pm on Friday 10 October 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.