



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 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.

Business and Compliance Officer

Permanent Part/Full Time (negotiable)

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 Role:

Reporting to the Business Manager and Company Secretary, to assist in the monitoring of the School's operational processes with a focus on non-educational Risk and Compliance areas.

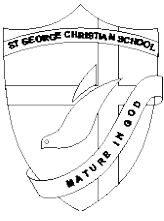
Key responsibilities include:

- Prepare and maintain policies, procedures, and monitor compliance to the School's Risk Management Framework, including but not limited to Incident Management, Corporate Governance, HR Governance, WHS, WGEA, and Emergency Response.
- Research and prepare data analysis and risk reporting.
- Interpret legislation and implement required processes/policy change.
- Assist the Company Secretary in administrative tasks.
- Organise key risk committee meetings.
- Process and monitor insurance requirements.
- Maintain compliance and reporting for respective registers including the lease register, contractor management, licence and registrations.
- Assist in the preparation and delivery of communication to the School's stakeholders, ensuring messages are timely, accurate and aligned with the School's objectives.
- Oversight of contractual obligations and compliance of services, including the Uniform Shop, School Café, Outside School Hours Care, and peripatetic tutors.
- Other administrative tasks as required by the Business Manager.

What we're looking for:

- Demonstrated Compliance experience and skills highly regarded.
- Excellent communication skills and experience in writing, interpreting, and presenting complex concepts.
- High level of attention to detail and accuracy.
- Ability to work autonomously and manage multiple tasks given time constraints.
- Strong interpersonal skills.

The ideal candidate will have demonstrated experience in Compliance, excellent organisation and communication skills, and the ability to work autonomously in a fast-paced educational environment.



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Remuneration:

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

Reporting to the Business Manager, the role is a permanent part/full-time position working 3-5 days per week during school terms including:

- Staff preparation days during Week Zero
 - Staff only days at the conclusion of the school year
- Days to be worked after the end of Terms 1, 2, and 3

This role can be offered on a flexible basis of 3 to 5 days per week, with the exact arrangement negotiable with the successful applicant.

Application Process

Forward your application including:

- Cover Letter
- [SGCS General Staff Application Form](#)
- Resume
- Copy of academic transcripts/qualifications
- References

to 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.