

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 K-12 co-educational Christian environment.

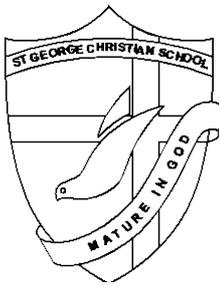
Administration Assistant - Years 7-12

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 Role:

- Coordination of Variation to Routines (VTR) when staff are absent, on excursions and room changes on a daily basis.
- In consultation with Heads of Middle and Senior Schools maintain staff casual expenditure within an agreed budget and maintain fortnightly data on this
- Liaison with regular and casual academic staff
- Week at a glance for Middle School and Senior School
- Coordination of exam timetables/assessment blocks for Senior School
- Set up and maintenance of Senior School Reports
- Coordination of the Senior School Calendar
- Coordination of Hall bookings
- Administration support to the Head of Senior School
- Administration of excursions and incursions, Professional Development and Leave applications
- Liaison with staff, parents and students
- Senior School Reception relief and other administrative duties as required



What we are looking for:

- High Level of proficiency in Microsoft Office, Adobe Creative Suite, In Design and Photoshop
- Ability to work to timelines and tight deadlines
- A high level of discretion, organisational skills and emotional self-regulation
- Well-developed written and verbal communication skills
- High attention to detail with excellent editing skills
- A professional phone manner
- A self-starter who is focussed on completing tasks and willing to contribute to improve systems
- Passionate about working as part of a team and able to communicate with a wide range of staff across the school

Remuneration:

Salary and related conditions are consistent with the NSW Christian Schools General Staff Multi-Enterprise Agreement 2024.

Reporting to the Head of Senior School, this role is a Permanent Part Time position working four days per week Monday to Thursday 7.00am to 3.00pm during terms including:

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

This position will commence 23 March 2026

Application Process

Forward your application including:

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

to employment@sgcs.com.au by 4.00pm Monday 9 March 2026.

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.