



# ST GEORGE CHRISTIAN SCHOOL

## JOB DESCRIPTION

St George Christian School (SGCS) is a K-12 Christian 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.

The School is based across two campuses in the St George region of Sydney. Our Kindergarten to Year 2 Campus is in Sans Souci and our Year 3 to Year 12 Campus in Hurstville. 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.

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](#).

<b>Position:</b>	Registrar Job Share
<b>Load:</b>	Permanent Part Time (2 days per week)
<b>Hours:</b>	8:00am – 4.00pm (includes ½ hour unpaid lunch)

This is a permanent part-time position, working 2 days per week during term time, plus 2 days in Week 0 and 2 days after the published teaching staff conclusion date at the end of Term 4. You would also be required to work after hours from time to time.

**Salary and Conditions:** NSW Christian Schools General Staff Multi Enterprise Agreement 2024

**Commencement:** 13 April 2026

**Reporting to:** The Admissions and Events Manager

### About the Role

The Registrar (Job Share) works collaboratively with the Admissions & Events Manager to facilitate a seamless enrolment experience for families from first contact through to final enrolment. This role is central to maintaining the accuracy of enrolment data, delivering excellent customer service, and representing the School professionally at all touchpoints. Initially this role will be 2 days per week with the potential to increase in the future.

### Reporting Relationships

- Admissions and Events Manager
- Principal and other School Executives
- Staff, Parents and students
- IT Providers



## Key Responsibilities

- Support all aspects of the enrolment process from enquiry to commencement.
- Respond to enrolment enquiries and guide families through the procedure.
- Acknowledge and process enrolment applications and manage follow-up communication.
- Assist with the management and review of waiting lists.
- Support the organisation and delivery of School Tours.
- Liaise with Heads of Department regarding enrolment interviews, responses, and offers.
- Assist in the coordination of Scholarship and Placement testing.
- Participate in New Student Orientation events.
- Maintain accurate enrolment records and ensure timely updates.
- Being involved with New Student Orientations.
- Data Management – maintaining enrolment records and updates.
- Providing new student information to departments as required.

## Essential Requirements:

- Excellent communication and interpersonal skills.
- Strong customer service orientation.
- Experience working with diverse stakeholders in a friendly, professional manner.
- Dependability, commitment, and enthusiasm for Christian education.
- Ability to work effectively in a team and meet deadlines.
- Flexible and adaptable approach to work tasks.
- Strong organisational and multi-tasking skills.
- Advanced proficiency in Microsoft Office, particularly Excel and/or database systems.
- Current paid Working with Children Check Number.

## 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 27 February 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.*