



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.

Purchasing Officer

Temporary Part Time – 3-4 days per week

(12 month 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](#).

The role of Purchasing Officer plays a key role in supporting the smooth operation of the school by coordinating procurement activities and ensuring goods and services are sourced efficiently and delivered on time. Working largely independently within a small team, this role requires a proactive and organised individual who can manage day-to-day purchasing functions, maintain supplier relationships, and provide practical operational support across the school as needed.

The Role:

- Process purchase requests and raise purchase orders in line with organisational policies and procurement procedures.
- Monitor purchasing costs, inventory levels, and supplier performance while negotiating favourable pricing, terms, and service levels to ensure cost-effective sourcing and timely delivery.
- Perform manual handling tasks, including receiving, inspecting, unpacking, and distributing deliveries, in accordance with WHS guidelines and safe-handling practices.
- Build and maintain positive relationships with suppliers to ensure supply reliability, maximise value, and support seamless procurement processes.
- Resolve order discrepancies, product returns, and supply issues promptly and proactively, using initiative to prioritise tasks, resolve issues, and manage day-to-day procurement activities.
- Verify, review, and validate supplier invoices for accuracy, ensuring approved invoices are submitted to the Accounts Payable team for timely processing and payment.
- Complete offsite tasks such as mail runs, collection of goods, and other errands as required
- Communicate effectively with staff, suppliers, couriers, and external providers in a friendly, professional manner, in person, over the phone and email.
- Assistance covering reception, events and other administrative requirements



What we're looking for:

- Excellent communication and interpersonal skills
- Customer service focused with a friendly and professional manner
- Demonstrated negotiation skills desired
- 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
- Ability to lift and move boxes up to 10kg
- Able to drive their own car
- Hold a current paid Working with Children's Check Number

Remuneration:

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

Reporting to the Office Manager, this role is a Temporary Part Time Maternity Leave role working 3-4 days (negotiable) 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 (negotiable)
- Days to be worked after the end of Terms 1, 2, and 3 (negotiable)

This position will commence in late April (negotiable).

Application Process

Forward your application including:

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

to employment@sgcs.com.au by 4.00pm Tuesday 17 March 2026.

NOTE: Interviews may begin as suitable applications are received and position will remain open until filled.

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.