

# 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 difference in the life of their students.

SGCS is a registered and accredited school with the NSW Education Standards Authority (NESA). The School 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.

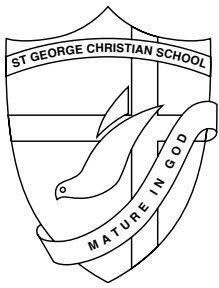
## **Administration Assistant – Senior School**

### **Permanent Part Time**

The Administration Assistant will report to the Head of Senior School with administrative support in various areas. They must meet the general school requirements of being a committed Christian who is in full agreement with the school's confession of faith.

#### **The successful applicant will be responsible for:**

- Coordination of Variation to Routines (VTR) when staff are absent, on excursions and room changes on a daily basis.
- 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 Middle and Senior School Reports
- Coordination of the Senior School Calendar
- Administration support to the Head of Middle and Senior Schools
- Administration of excursions, Professional Development and Leave applications
- Liaison with staff, parents and students
- Senior School Reception relief and other administrative duties as required



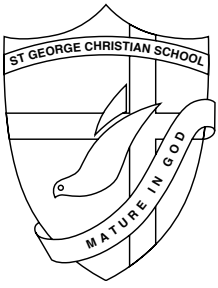
# ST GEORGE CHRISTIAN SCHOOL

## CONFESSION OF FAITH

### **Skills and Attributes Needed:**

- 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
- 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

This is a Part Time Position 4 days per week Monday to Thursday 7.00am to 3.00pm during term time plus 3 days in each school holiday period and 3 days prior to the start of the school year and after the end of school, commencing late January with on-the-job training. Salary and conditions are consistent with the NSW Christian Schools General Staff Multi-Enterprise Agreement 2020 – 2023. Applications close by 4.00pm Tuesday 19 January 2021.



# ST GEORGE CHRISTIAN SCHOOL

## CONFESSION OF FAITH

1. The unity of the Father of the Son and of the Holy Spirit in the Godhead.
2. The Sovereignty of God in creation, providence, revelation, redemption and final judgment.
3. The divine and entire trustworthiness of Holy Scripture and its supreme authority in all matters of faith and conduct.
4. The sinfulness and guilt of all men since the fall rendering them subject to God's wrath and condemnation.
5. Redemption from the guilt penalty and power of sin solely through the sacrificial death of our representative and substitute, Jesus, the Incarnate Son of God.
6. The bodily resurrection of the Lord Jesus Christ from the dead and His ascension to the right hand of God the Father.
7. The necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner granting his repentance towards God and faith in our Lord Jesus Christ.
8. The justification of the sinner by the grace of God through faith in Christ alone.
9. The indwelling and work of the Holy Spirit in the believer.
10. The one holy, universal church which is the body of Christ and to which all true believers belong.
11. The expectation of the personal return of the Lord Jesus Christ.