POSITION VACANT

Toongabbie Christian School seeks to employ an energetic and experienced administrator with a high level of interpersonal skills for the position of Student Services Administration Assistant.

The successful applicant will:
• be a Christian, actively engaged in a Christian church and have a strong commitment to the ministry of Christian Schooling and the nurturing of community.
• show a commitment to teamwork within a busy Office environment.
• have experience in communicating or working with children aged 5 to 18 years.
• have a proven ability to maintain a calm presence with consistent interruptions.
• be eligible to work in Australia.

Key Responsibilities
The main focus of this role is supporting students (Kindergarten to Year 12), which includes:
• Student Attendance – daily processing of absences, lateness etc in the School data base
• Back up support to the Receptionist and other Student Services roles including School sick bay
• Interaction with parents, teachers, support staff and students
• General School administration duties
• Advertising/ Marketing
• Oversee running of Open Days
• Oversee Alumni
• Oversee School Facebook Page
• Process Secondary Detention lists and notifications to parents
• Assistance with processing of Secondary school reports
• Processing Travel Passes, Concession Cards and Proof of Age cards for students
• Update the School website
• Involvement in collegiate activities (Staff meetings, etc) and co-curricula activities, as appropriate

The Role
• This is a permanent fulltime position, with stand-down for one week in each School holiday period.
• Commencement date 16 January 2017.
• Hours are 8:00 am – 4:00 pm.
• Employees are paid under the provisions of the NSW Christian Schools General Staff Multi-Enterprise Agreement 2012-2013.

Applications must include
• TCS General Staff Application Form (available from www.tcs.nsw.edu.au)
• Certified copies of qualifications
• Working With Children Check number
• References/Referees
• A Curriculum Vitae or resume that summarises your suitability for the position.

Applications close at 3:00pm on Friday 2 December 2016.
Please submit your application to:
Dr Johan Griesel
Principal
Toongabbie Christian School
PO Box 765, Toongabbie 2146

Or email your application to principal@tcs.nsw.edu.au