



POSITION VACANT

TYNDALE CHRISTIAN SCHOOL

Casual Administration Staff

Applications are invited from suitably qualified, experienced and motivated persons to fulfill the role of Casual Administration Staff within our school. This position reports to the Operations Manager via the Administration Coordinator.

Administrative Staff are part of our School Office team which is made up of Student Services and Reception staff to provide administrative support to for the School. The successful applicant needs to:

1. Be a Christian of Reformed/Evangelical persuasion, who is active in their own church and whole heartedly subscribes to the School's Educational Creed as found on our website at www.tyndale.edu.au/our-school/educational-creed/.
2. Have previous office and data management system experience
3. Have experience in working with and be a competent user of the Microsoft Office Suite
4. Have excellent letter writing and communication skills.
5. Be able to multitask, have an attention to detail and be able to use initiative
6. Have a can-do attitude and a willingness to work as part of a team
7. Have a warm, friendly and professional manner which represents the school well

The following are also desirable but not essential criteria:

8. Have qualifications in office or business administration
9. Senior First Aide Certificate

The anticipated commencement is as soon as possible.

Tyndale Christian School is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people and expects all staff and volunteers to share this commitment. Applicants will need to provide the new NSW Working with Children Check, and sign a Statutory Declaration under the oaths Act 1990 (NSW) under section 40A of the Child Protection (Working with Children) Act 2012.

To apply for this position, please submit a Tyndale application form, which is available from the School Office or at www.tyndale.edu.au/our-school/employment-opportunities/

Please enclose full CV and details of 3 confidential referees (minister, employer, and colleague) to:

The Principal, 58 Douglas Road, BLACKTOWN NSW 2148
or email to employment@tyndale.edu.au

For further information, please phone the Principal's PA on 02 8811 7800.

Applications close at 4.00pm on 18 September 2020