



## POSITION VACANT

### TYNDALE CHRISTIAN SCHOOL

#### Full-time Receptionist and Administration Officer

- Large independent Christian school
- Friendly team environment
- Accessible suburban location

Applications are invited from suitably qualified and experienced persons to fulfill the role of receptionist and Administration Officer. Reporting to Tyndale's Administration Coordinator, the successful candidate will be responsible for providing a welcoming attitude and helpful information as the first point of contact for people with the School. This can include over the telephone, and via email, as well as face-to-face contact. Duties may also include assisting with general office duties and tasks.

The ideal candidate will have experience in a reception or administrative role. Familiarity with school administration and requirements would be an advantage but is not considered essential. Other requirements include good verbal and written skills, competence with Microsoft Office and similar applications, good attention to detail, and the adaptability to handle a variety of tasks.

With just under 1,000 students from Pre-school to Year 12, Tyndale Christian School has been providing Christ-centred Biblical education to families of Blacktown and surrounding suburbs for more than 50 years. All staff at Tyndale need to be Christians of Reformed/Evangelical persuasion, who are active in their own churches and wholeheartedly subscribe to the School's Educational Creed ([www.tyndale.edu.au/about-us/educational-creed/](http://www.tyndale.edu.au/about-us/educational-creed/)). Located on a large campus in the middle of an established residential area, Tyndale is readily accessible by car and public transport. On-site parking for staff is provided.

This position is classified under the School Administration Services Stream of the NSW Christian Schools General Staff Multi-Enterprise Agreement. A uniform is required to be worn and a uniform allowance is provided.

Tyndale is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people. The successful applicant, therefore, will need to hold and maintain a valid NSW Working With Children Check in accordance with the Child Protection (Working with Children) Act 2012 (NSW).

**To apply for this position, please submit an application form, which is available from the School Office or at [www.tyndale.edu.au/about-us/employment-opportunities/](http://www.tyndale.edu.au/about-us/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](mailto:employment@tyndale.edu.au)

For further information, please phone our Administration Coordinator, Narelle Little, on (02) 8811 7805

**Applications close at 3:00pm on Friday, 30 April 2021**