



Administration Assistant Events & Co-Curricular Full-time

St Philip's Christian College Gosford is a rapidly growing learning community, striving to provide quality education in a caring and secure learning environment based on Christian beliefs, values and practice. We are currently seeking an appropriately qualified applicant to fill a Full-Time Administration Assistant (Events & Co-Curricular) role for our K-12 Gosford School located in the picturesque Narara Valley.

What's the focus of this position?

The aim of St Philip's Christian College is to provide Whole of Life education that not only develops students academically, but also socially, physically, personally and spiritually. In order for the College to complete this vision, there is significant administration support required. Reporting directly to the Office Manager, the Events and Co-Curricular Administration Assistant is responsible for providing administration support for sporting and co-curricular events.

As a Christian faith community committed to the ministry of Christian education, the Mission Statement of St Philip's Christian Education Foundation states that:

St Philip's Christian College will continue to provide quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice.

We therefore seek Christians who are professionally and personally committed to bringing their evangelical and Biblically based beliefs, values and practices to this ministry of supporting Christian Education. This role will commence as soon as possible.

If you feel you would like to join our committed team, please send your resume to the Principal, along with your completed Non-Teaching Application form which can be found on our [website](#). Applications close end of day **Friday 1 November 2024** unless a suitable candidate is found prior.

Please address all applications to the Principal and email to Gosford.Principal@spcc.nsw.edu.au

