



WELLINGTON CHRISTIAN SCHOOL – POSITION VACANT

Wellington Christian School is a well-resourced, growing, K-6 school in a beautiful setting in regional NSW. The school has a wonderful sense of community and a strong practice of responsive teaching and learning. Starting on **24 January 2022**, we have a vacancy for a full-time / part-time Office Manager to join our dynamic team.

SCHOOL OFFICE MANAGER

Reporting to the Principal, the successful applicant will have:

- Demonstrated understanding of the principles of quality customer service, courtesy and professionalism
- An ability to organise and prioritise workloads and tasks to meet deadlines with little to no supervision
- A high level of interpersonal and communication skills, both written and verbal
- Demonstrated capacity to work in a team environment in a Christian school context

We are looking for a committed employee with a desire to apply their Christian faith to their work in a supportive school community. Please submit an Application Form, (found at [Employment - Wellington Christian School \(wellingtoncs.com.au\)](https://www.wellingtoncs.com.au/employment)) to jo.blatch@wellingtoncs.com.au by 9:00am on Monday **10 January 2022**.

Jo Blatch | Principal
Wellington Christian School
WELLINGTON NSW
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<https://www.wellingtoncs.com.au/>