



Co-Curricular Administrator

Roseville College is an established, respected independent day school for girls in Preparatory to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

Key information

- Commencing 2025
- Full time permanent opportunity
- Newly creative position with brand new sporting facilities

Broad objective

The Co-Curricular Administrator supports excellence in education for our students by providing efficient, high quality and collaborative support to co-curricular staff across the College from Prep to Year 12. With a disposition to serve, the Co-curricular Administrator ensures that all co-curricular offerings are easily accessed, appropriately resources and reflective of the College's foundations of Christian faith, community, participation and leadership. The Co-curricular Administrator plays a vital role in developing a culture where all girls are welcomed and challenged in a community of purpose for learning, for character and for who she can become.

This is a permanent full-time position.

Reports to

Director of Co-Curricular

Qualifications, skills and experience

- Proven experience in an administrative support role, preferably within education.
- Ability to manage the workflow and proactively resolve issues in an efficient manner.
- Highly organised with excellent attention to detail with the ability to identify priorities.
- Excellent communication skills (with staff, parents and students) with strong attention to detail and literacy.

- Ability to work in a team as well as being self-motivated and able to work autonomously.
- Advanced level of Microsoft 365 including Outlook, Word and PowerPoint and Microsoft Teams.
- Experience with Clipboard Extracurricular Management System, highly desirable.
- Flexibility with a high degree of motivation for the role.
- Ability to develop and refine procedures.
- Warm and welcoming manner.
- Track record of excellent and professional service.
- Demonstrated commitment to Christian values.

Applications

Applicants must submit a full application, addressed to The Principal, including application form, a relevant cover letter, resume and supporting documents through the College website: <https://www.roseville.nsw.edu.au/careers/>

However please note, interviews may commence upon receipt of suitable applicants.

Roseville College is a member of The Anglican Schools Corporation (ASC).