



# KNOX GRAMMAR SCHOOL

## STAFF SERVICES CO-CURRICULAR ADMINISTRATOR Permanent Term Time plus 5 weeks

### ABOUT US

Located in Wahroonga in Sydney's north, Knox Grammar School is an independent Uniting Church day and boarding boys' school with a focus on positive education, quality teaching and providing outstanding educational opportunities. Knox offers excellent professional development opportunities and benefits to its passionate team of teachers and support staff.

### ABOUT THE ROLE

The Staff Services Co-curricular Administrator works with, sport, co-curricular and coaching staff to identify, develop and implement solutions across a range of functions, including recruitment, staff benefits and administrative efficiency to develop a positive organisational culture.

### HOW TO APPLY

For a role description, information about the school and about becoming a member of staff at Knox, please go to our website to apply now [www.knox.nsw.edu.au/employment](http://www.knox.nsw.edu.au/employment)

### CLOSING DATE FOR APPLICATIONS

4pm Friday 9 June 2017

*Successful applicants will be required to provide the School with a current Working with Children Check number and comply with the requirements of the NSW Institute of Teachers Act.*

[www.knox.nsw.edu.au/employment](http://www.knox.nsw.edu.au/employment)