



Shire
Christian
School

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Teaching and Learning Administrator

Nestled in the leafy suburb of Barden Ridge in Southern Sydney, Shire Christian School has been providing high-quality Christian education for nearly 50 years. With over 900 students enrolled across Prep to Year 12, we seek to create a culture where every child is part of a community that feels like family.

We are currently seeking applications from committed Christians for an experienced, high performing **Teaching and Learning Administrator**. This role reports to the Academic Head and contributes to the administration of the annual cycle of assessment, reporting, examinations, NESA compliance and academic awards. This is a part-time position (4 days per week, or 5 days per week with shorter hours) worked in school term time only.

The successful applicant will:

- display initiative, perception, diplomacy and tact.
- have excellent organisational skills.
- support executive staff to ensure that school deadlines are met.
- be sufficiently flexible to handle constantly changing priorities and unexpected demands.
- manage sensitive and confidential issues in a professional and discreet manner.
- collaborate, partner and build effective and professional relationships with a range of stakeholders.
- exhibit well-developed interpersonal and communications skills (both written and verbal).

Preferred Experience and Qualifications:

- Experience in an administration position, preferably where you have provided complex administrative support to staff in senior leadership roles.
- Advanced computer skills and excellent knowledge of the Microsoft Office suite as well as the capacity to learn and use school database systems.
- Similar experience in an independent school context would be an advantage.
- Business Administration qualifications.

Employee benefits include:

- Supportive and collegial School culture.
- Access to our Employee Assistance Program.
- Salary sacrifice packaging and Fitness Passport.

The successful applicant should be a committed Christian actively involved a church community. All employees at Shire Christian are expected to be personally committed to the school's mission, vision and statement of faith with a clear understanding of reformed evangelical theology.

How to apply: If you meet the criteria and are interested in joining our Christian learning community, we would love to hear from you! Please use the Support Staff application form found on our [school's website](#) and email to hr@shirechristian.nsw.edu.au.

Closing date for applications: Monday 19 October 2026



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Please note the advertising closing date is indicative only and the School reserves the right to close the advertisement before this date is reached. Therefore, you are encouraged to submit your application as soon as possible.