

POSITION VACANT



CENTRAL COAST
GRAMMAR SCHOOL

ADMINISTRATION MANAGER Middle School – Years 7 to 9

Part time / Permanent position during school term time

Central Coast Grammar School is a leading K-12 independent, coeducational and nondenominational school. Located on a single 18-hectare campus overlooking the Matcham Valley close to the heart of Erina, our school offers a spacious environment where students can grow and flourish.

“Central Coast Grammar School (CCGS) is committed to the safety, protection, and wellbeing of all our students and children involved in activities at CCGS. The School requires all prospective school staff to contribute to creating a culture of child safety and wellbeing and be committed to protecting students from abuse or harm in the school environment”. All CCGS staff participate in annual training in child protection. All statutory checks and references are required prior to confirmation of employment.

We have a rare vacancy for a part time permanent Administration Manager to join our dynamic Middle School team. Working 4 days per week during School term time this role plays a key role in providing high level administrative support to the Middle School, acting as a central point of contact for staff, students, parents & school community. Working alongside a colleague in the same role, it is a job-share arrangement across the scope of the position to meet expected outcomes. A critical responsibility is the management of student attendance and ensuring the accuracy and integrity of student records.

To be successful you will need to possess and demonstrate:

- Qualifications in Business Administration or similar
- Previous, similar experience in a School environment would be well regarded
- Ability to manage multiple projects at once and efficient management of conflicting/multiple deadlines
- Ability to manage student data in the school as well as meeting requirements for the NSW Education Standards Authority
- Meticulous/professional attention to detail is essential
- Excellent communication and interpersonal skills, with a professional approach at all times
- Efficient administrative skills with flexibility and adaptability
- Ability to prioritise and work as part of a team
- A commitment to the strategic direction of the School is required

Interested applicants should familiarise themselves with the School’s Strategic Plan ‘A School for Good Character & Practical Wisdom’, available on our website at www.ccgns.nsw.edu.au. It is expected that every member of staff will commit to the Strategic Plan and participate in the professional learning expectations of the School.

For more information, go to the school website and select the Employment page. There you will find a copy of the Position Description.

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To apply you are required to provide the following information/documentation:

- cover letter and CV, inclusive of the total number of fulltime equivalent years experience you have
- Statement(s) of Service detailing employment history, including full time, part time or casual positions
- copy of your academic transcripts and other degrees or certificates, with conferred date(s)
- Working with Children Check number, *or be willing to obtain a paid worker check if successful*
- telephone numbers and details for referees

Please email your application to the Human Resources Manager by 2.00pm, Wednesday 17 June 2026 to:
ccgscareers@ccgs.nsw.edu.au.

APPLICATIONS WILL CLOSE ON **17 JUNE 2026**. HOWEVER, WE WILL BE REVIEWING APPLICATIONS AS SUBMITTED, SO EARLY APPLICATION IS STRONGLY ENCOURAGED.

Please note that any attachments associated with your application are to be either Word documents, jpg images or pdf.