POSITION VACANT

CENTRAL COAST GRAMMAR SCHOOL
VITA ET SCIENTIA

RISK & COMPLIANCE MANAGER

Part time/3 days per week, to commence mid January 2027

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.

Central Coast Grammar School has a new opportunity for a Risk & Compliance Manager, working 3 days per week throughout the whole year, inclusive of school holidays. The days and hours of work will be negotiated with the successful candidate. It is anticipated that this will commence mid January 2027.

The primary purpose of the role is to establish, maintain and monitor the School's Risk Management Framework, uphold statutory and regulatory registration requirements and support executive leadership in embedding a strong culture of compliance and child safety where student learning remains at the centre.

To be successful you will need to possess and demonstrate:

- Tertiary qualification in Risk Management, Business Administration, Law, Education, or a related discipline
- Previous experience in a similar role in Education would be favourable
- Current Working with Children Check (or be willing to obtain one)
- Current First Aid Certificate (or willing to obtain one)
- Efficient administrative skills with flexibility and adaptability
- Excellent communication and interpersonal skills
- Ability to prioritise and work as part of a team
- A commitment to the strategic direction of the School is required

A copy of the Position Description has been posted on the School website for further details.

Interested applicants should familiarise themselves with the School's Strategic Plan '*A School for Good Character & Practical Wisdom'*, available on our website at www.ccgs.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.

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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
- copy of your academic transcripts and other degrees or certificates, with conferred date(s)
- Working with Children Check number, *if you already hold a check*
- 100 points of ID
- telephone numbers and details for referees. As a matter of process, the referees of the preferred applicant will be contacted prior to finalising an appointment

Please email your application to the Human Resources Manager by 2.00pm, Tuesday 8 December 2026 to: ccgscareers@ccgs.nsw.edu.au.

APPLICATIONS WILL CLOSE ON 8TH DECEMBER 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.