



TRINITY
GRAMMAR
SCHOOL, KEW



School Daily Operations Coordinator

About Trinity Grammar School, Kew

One of Australia's leading independent schools for boys, Trinity Grammar School, Kew is renowned for its innovation in pedagogy, exceptional teaching and facilities. We offer a broad cocurricular program and are committed to the highest levels of student wellbeing so that each boy develops to his full potential.

The Position

We are seeking a highly organised and energetic School Daily Operations Coordinator to join our School. To be successful in this role, you will have demonstrated experience in a similar role with high-level knowledge of database management, reporting skills and digital literacy. You will have strong attention to detail and calm approach while liaising with a range of stakeholder to undertaking your duties.

Reporting to the Assistant Headmaster, Daily Administration, our School Daily Operations Coordinator will be undertaking a range of responsibilities including diary and calendar coordination and maintenance, planning all incursions and excursions and developing and maintaining the Extra Periods Roster.

All employees of Trinity Grammar School, Kew must hold a current Working with Children's Check.

How to Apply

Click the '**Apply for this Job**' on our website to apply directly through SEEK.com

Please attach a copy of your cover letter and CV.

Please send any enquiries to employment@trinity.vic.edu.au

Applications Close: Midnight on Sunday 17 March 2019



TRINITY GRAMMAR SCHOOL, KEW

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