



TRINITY  
GRAMMAR  
SCHOOL, KEW

# Student Records 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 experienced Student Records Coordinator with a diverse administrative skillset, including holistic database maintenance. To be successful in this role, you will demonstrate strong attention to detail, excellent data entry abilities and working to strict deadlines.

Reporting to the Director of Studies, this role is responsible for the provision and coordination of maintaining multiple student records databases while ensuring our School is compliant with VCAA requirements. Duties include student data and information coordination, maintaining individual student records, preparing accurate information and awards for presentation events and maintaining class lists. The ideal candidate understands the requirements of the Victorian Curriculum and Assessment Authority (VCAA), National Assessment Program – Literacy and Numeracy (NAPLAN) and is proficient in the use of the Victorian Assessment Software System (VASS).

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

## How to Apply

Please express your interest in applying for this role by emailing your Cover Letter and CV addressed to the Headmaster, Mr Phil De Young by Friday 22 February 2019.

Email applications to: [employment@trinity.vic.edu.au](mailto:employment@trinity.vic.edu.au)

Applications Close: Friday 22 February 2019



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