



**TRINITY
GRAMMAR
SCHOOL, KEW**



Student Services 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 Student Services Coordinator with a real talent for multi-tasking and efficiency. To be successful in this role, you will demonstrate strong attention to detail, excellent data entry abilities and performing a diverse range of tasks to support and serve our students.

Reporting to the Educational Support Manager, this role is responsible for the coordination of student related activities and services. Duties include monitoring and reporting of student attendance, coordination student activities, data entry and administration of the School Management System. The ideal candidate understands the fast-paced school life and can anticipate the needs and support our boys require.

This is a full time, term time only position.

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 Educational Support Manager, Ms Feona Wadsworth, by Friday 14 June 2019.

Email applications to: employment@trinity.vic.edu.au

Applications Close: Friday 14 June 2019 at 4.00pm



TRINITY GRAMMAR SCHOOL, KEW

40 Charles Street, Kew Victoria 3101 Australia **p:** +61 3 9854 3600 **f:** +61 3 9853 9457 **e:** trinity@trinity.vic.edu.au **w:** www.trinity.vic.edu.au