

## JOB DESCRIPTION

<b>Position:</b>	Junior School Activity Centre Coordinator – Permanent Part-time (Term Time Only)
<b>Appointed by:</b>	The Principal
<b>Report Directly to:</b>	Director of Campus
<b>Commencing:</b>	Term 1, 2027

### Overview:

The Illawarra Grammar School is a co-educational Anglican School located in the Illawarra, catering and caring for students in Preparatory to Year 12.

The School has a reputation for achieving excellent educational outcomes for its students. This is a reputation that our learning community is determined to enhance.

The Illawarra Grammar Statement of Mission and Values captures the School's fundamental commitment to quality teaching and learning that:

- has rigorous student learning as its core business;
- is built around the pursuit of academic excellence across our academic program, cocurricular opportunities, character development and the future readiness of our students, underpinned by the Schools Christian foundations; and
- cultivates an aspirational ethos that values and pursues the achievement of outstanding learning outcomes.

The School's Mission Statement reads:

"The achievement of academic excellence in a caring environment that is founded on Christian belief and behaviour, so that students are equipped to act with wisdom, compassion and justice as faithful stewards of our world."

A demonstrated commitment to, and support of, the School's Mission and Values Statement are essential.

**Position Overview:**

The Activity Centre Coordinator supports the effective organisation and coordination of the Junior School Activity Centre. This role ensures the smooth operation of the after-school care activities by managing enrolments, communication, scheduling, and logistics. The position works closely with the Activity Coaches to deliver a high-quality, engaging, and well-organised program for students and families.

**Specific Accountabilities**

- Manage Consent2Go, enrolments and attendance records
- Coordinate activities centre schedules, including room allocations and timetables
- Assist in the planning and organisation of activity offerings each term
- Prepare and distribute information, schedules, and updates to families on Olle
- Support clear and timely communication regarding enrolment process
- Assist with the preparation and organisation of materials and resources
- Ensure activity spaces are organised, safe, and ready for use
- Ensure adherence to school policies, procedures, and child safety requirements
- Maintain appropriate supervision records and emergency information
- Support risk management processes and safe operational practices

**Skills and Experience**

- Highly organised with strong attention to detail
- Friendly, professional, and approachable
- Strong communication and interpersonal skills
- Efficient and able to manage multiple tasks
- Proactive and solution-focused

**Personal Attributes**

The successful applicant will:

- have an appreciation for a holistic education
- have an eye for detail
- meet deadlines and be generous with time
- have excellent written and verbal communication skills
- be supportive of the Christian ministry of the School
- be loyal to the School and publicly supportive of the Principal's decisions.

**Working Conditions:**

- This position may necessitate some out-of-hours
- A mandatory Child Protection check and WWCC will apply.

All staff are expected to act professionally at all times, to be supportive of the Christian ministry of the School, and to be loyal to the Principal and publicly supportive of her decisions.

**Dr Julie Greenhalgh**

**Principal**

May 2026