



DUBBO CHRISTIAN SCHOOL – POSITION VACANT

Dubbo Christian School is a modern, well established and strongly resourced school in a beautiful setting in regional NSW with an enrolment of 600 students P-12. Starting on 16 March 2020, we have a vacancy for a Christian part-time School Registrar (Enrolments Officer) to join our dynamic team.

SCHOOL REGISTRAR (ENROLMENTS OFFICER) (part-time)

This is an exciting job share role working on Mondays and Fridays in the administration office. Responsibilities include meeting with prospective students and families, school tours, enrolment coordination, administration support and effectively communicating the culture and vision of the school. A Job Description listing the position's essential criteria and duties can be found on the school's website via <https://www.dubbocs.edu.au/employment/positions-vacant>.

Please submit an application (consisting of a Cover Letter, Statement of Faith and Curriculum Vitae containing at least three referees) by 6 March 2020 via hr@dubbocs.edu.au. A valid Working With Children Check will be required for this role.

Warren Melville | Principal

Dubbo Christian School

DUBBO NSW 2830

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www.dubbocs.edu.au