

SYDNEY GRAMMAR SCHOOL



School Sergeant Position 2019

Terms I and II - Friday 25th January to Friday 28th June (with possible extension)

Supervisor: Senior Housemaster

Sydney Grammar School (College Street) is seeking suitably responsible, organised and motivated individuals to apply for the temporary position of School Sergeant. The successful applicant will work closely with staff and boys in the day to day running of the School.

Responsibilities and duties include:

- supervision of boys
- working to maintain the School rules and high standards at College Street
- accurate record keeping – lateness and absence
- daily school operations – regular tasks as necessary
- work with the Senior Housemaster and other senior staff as required
- Saturday sport supervision as needed
- communication with parents
- assisting to maintain safety and security at the School
- upholding the ethos of the School
- assisting with the organisation of certain school events
- general duties involving school mail, stationery orders, opal cards, assemblies, evacuations and lost property

To be considered for the role you will need:

- to be well-presented and able to handle a busy school environment
- excellent verbal communication skills
- excellent interpersonal skills with the ability to deal with a wide range of boys, parents and staff in a large school
- excellent organisational and administrative skills
- a flexible approach to the working environment
- experience working with other professionals
- computer skills
- Working With Children check

Applications, including the names and telephone numbers of 3 referees, should be sent to The Headmaster, Sydney Grammar School, 10 College Street, Darlinghurst 2010, senior.housemaster@sydgram.nsw.edu.au by Thursday 13th December.

T.C. Watkins
Senior Housemaster
November 2018