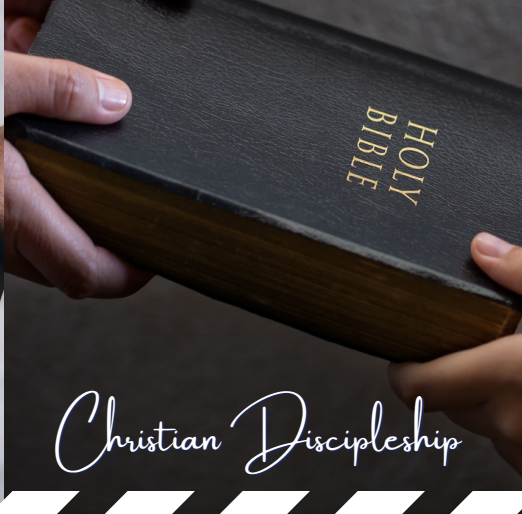




Parent Partnership



Christian Discipleship



Academic Growth



Orange Christian School

## Executive Assistant

### ***3-5 days negotiable - Immediate Start***

OCS is seeking an Executive Assistant to report to the Deputy Principal. The successful applicant will have high level organisational and administration skills, proficient with the Microsoft Office Suite and experience with policy and procedural compliance. Tertiary qualifications and/or experience in a school context are preferred.

The successful applicant will be an active member of a Christian church, possess a passion for Christian Education, and will be willing to support the mission and vision of Orange Christian School.

Enquiries: Jaimie Honeysett (02) 6362 7258

Interested applicants should download and fill out the application form and email to Jaimie at [ocse@ocs.nsw.edu.au](mailto:ocse@ocs.nsw.edu.au), or call (02) 6362 7258 for more information.