



## **Events Administrator – Permanent Part-Time**

### **3 days per week**

Macquarie Anglican Grammar School is seeking an Events Administrator. This person will be responsible for the organisation and administration of internal and external events to the School. This position is permanent part-time with flexible working hours.

The successful applicant must be able to demonstrate excellent administrative, organisational and time management skills.

Macquarie Anglican Grammar is a part of The Anglican Schools Corporation (TASC). TASC currently own and operate 19 independent schools in NSW.

In your application, please include:

- CV
- Employment application – Support and Operational Staff: download from <https://www.mags.nsw.edu.au/careers>
- Cover letter

Applications may be emailed to [joanne.rankmore@mags.nsw.edu.au](mailto:joanne.rankmore@mags.nsw.edu.au) or posted to the Infrastructure Manager, Macquarie Anglican Grammar School, PO Box 873, Dubbo NSW 2830. Applications close Friday 16<sup>th</sup> November 2018 at 4pm.