

Position: General Administration Coordinator
Hours: Permanent Full Time
Commencing: 2018
Reporting to: Assistant Principal

St Leo's Catholic College, Wahroonga is seeking to appoint a highly organised and experienced educator to the role of General Administration Coordinator for the commencement of the 2019 academic year. The General Administration Coordinator is responsible for:

- Organising all aspects of changes to the school day, including employing, inducting, deploying and supervising quality casual staff;
- The development and maintenance of the College timetable;
- The management and organisation of College events;
- A suitably qualified teacher and enjoy working within a cohesive team.

A commitment to the Catholic ethos of the College is an essential condition of employment.

The successful applicant will:

- Be passionate about quality Catholic teaching;
- Be an innovative and engaging classroom practitioner with a proven record;
- Be highly organised and efficient;
- Have the ability strategically plan and work independently;
- Have a high level of technical expertise and the ability to develop and maintain the College timetable;
- Have a high level of knowledge and understanding about curriculum, assessment and reporting and NESA requirements;
- Have a commitment to ongoing professional learning;
- Have excellent organisational, interpersonal and communication skills.

[Role Description](#)

Applicants who are not currently working in a Broken Bay systemic school must have a 4 year training qualification or be enrolled to undertake further study that will provide them with a four year trained qualification to be eligible to apply for any teaching position in the Diocese. All applicants for teaching positions must complete a Teacher Application Form (available on our website) and include a letter addressing the essential/specific criteria for the position and be mailed to the Principal.

Further information about teaching in the Diocese can be found on the website:

www.csodbb.catholic.edu.au

Please send the following:

- Application Form: [Employment Application](#)
- Cover Letter covering letter addressing the about criteria
- Curriculum Vitae
- The names of 3 x Referees,

no later than **Monday 12 November 2018** addressed to:

Mr Anthony Gleeson
Principal
St Leo's Catholic College
16 Woolcott Ave,
Wahroonga NSW 2076
or

jayne.persico@dbb.catholic.edu.au (Principal's Office)

Please direct any enquiries to:

Mr Anthony Mahoney

Assistant Principal

T: (02) 9487 3555

E: anthony.mahoney1@dbb.catholic.edu.au