



Expression of Interest School Administrative Manager (SAM)

Expressions of interest are invited for a career opportunity relieving in the position of School Administrative Manager from term 1, 2019 to the end of term 2, 2019 (with the possibility of an extension). The position will be located at:

Brewongle Environmental Education Centre: 587 Chapel Hill Road Sackville North 2756

Brewongle EEC is a NSW Public School facility that delivers high quality, experiential field work based programs for K-12 across a range of curriculum areas. We have a strong focus on environmental and sustainability education and a vibrant and fun small team. The School Administrative Manager role includes finance and administration management as well as school bookings, overseeing our camp kitchen and catering staff, helping to market our programs and collaborating with teaching staff to maintain our quality of operations and equipment. We are seeking someone who is personable, positive and confident to join our innovative team. Well-developed interpersonal and organizing skills are essential. A willingness to learn, embed sustainability and work closely with teachers will be highly valued.

Selection criteria

- Demonstrated capacity to assist in the day-to-day running of the school administration office, including the ability to undertake financial and accounting responsibilities preferably with a good knowledge of SAP and EBS (or other financial) systems. Knowledge of Microsoft Outlook, Word and Excel and the use of online platforms like Google Docs would be an advantage.
- Capacity to embrace the sustainability themes of Brewongle EEC and incorporate these into all aspects of daily tasks.
- Demonstrated strong organisation, communication and interpersonal skills and ability to work collaboratively and collegially with teaching staff.
- Demonstrated capacity to manage issues and implement solutions within the school environment in a timely and professional manner with a focus on customer service.

An application of no more than two A4 pages addressing the criteria with a one page curriculum vitae with two referees should be sent by email to Steven Body, Principal, at **steven.body@det.nsw.edu.au** by 5.00pm Friday 30th of November 2018. One referee must be the current principal or supervisor for non-school-based staff.

For further enquiries please contact Steven Body on 4579 1136 or steven.body@det.nsw.edu.au