



CASUAL SUPPORT STAFF

The College is seeking applications from experienced casual administrative staff to assist us in the delivery of services to our College community. The duties will include clerical support and examination supervision. Successful applicants will possess:

- Excellent interpersonal skills and a willingness to work in a team
- Customer service skills
- Highly developed organisational and time management skills
- Experience working with students in an education setting
- Experience in working in an education setting
- Competence in the use of Microsoft Word, Excel, Outlook

Applicants may be expected to work during school holiday periods, and the hours of work are from 8am – 5pm. Although there are no current vacancies, the College will be developing a merit list of suitable staff for holiday relief and examination blocks.

Applicants should have an understanding of, and commitment to the ethos of a Catholic school. Applications can be sent to recruitment@ssc.nsw.edu.au. Applications close: **15 July 2009**. Applications should be in writing and addressed to:

**The College Principal
Santa Sabina College
90 The Boulevard
Strathfield 2135**

Under the NSW Child Protection (Prohibited Employment) Legislation preferred candidates will be subject to employment screening.