



Santa Sabina College is one of Sydney's leading Catholic Independent schools. It was established by the Dominican Sisters in 1894 and is situated in Strathfield. The College provides comprehensive education for girls K-12 and for boys K-4.

**TALLONG CAMPUS  
OPERATIONS MANAGER**

Tallong Campus, which is situated in the Southern Highlands, has facilities for Outdoor Education, Retreats and Conferences including a ropes course and other outdoor activities. The College is seeking an independent and experienced leader, who understands the context of outdoor education, to assist the Director of Tallong Campus in the administration and maintenance of the site and programs.

The successful applicant will possess:

- Tertiary qualifications in Outdoor Education or a relevant degree
- Well developed leadership skills
- Proven experience in the management of administrative systems
- Highly developed communication skills and an understanding of Risk Management and Occupational Health and Safety in an outdoor environment.
- Current Driver's Licence and Senior First Aid Certificate.
- Proficiency in ICT, especially Microsoft Office

The role description outlining the key accountabilities is available on the College website at [www.ssc.nsw.edu.au](http://www.ssc.nsw.edu.au). This position is organised on a flexible roster system over the year and includes evening, weekend and school holiday work. Applicants are required to have an understanding of, and commitment to, the ethos of a Catholic school.

Applications close: **24 July 2009.**

Applications in writing, including the name and contact numbers of 2 recent professional referees should be addressed to:

**The College Principal  
Santa Sabina College  
90 The Boulevarde  
Strathfield NSW 2135  
Fax 02 9745 7021**

*It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position. Preferred applicants will be subject to employment screening.*