

Sathya Sai Primary School

Character Development  *Academic Achievement*

ABN 28682273535



Vacancies at Sathya Sai School, Murwillumbah

The Sathya Sai School has been established as a primary school for nearly 20 years. The School commenced year 7 in 2016 with the objective of progressing its Secondary campus at Dungay with classes up to year 12. Dungay is a few minutes' drive from the primary campus in central Murwillumbah. Murwillumbah is located in the beautiful Tweed River region of NSW and is 25 minutes from the Gold Coast Airport and about 90 minutes' drive from Brisbane.

The Sathya Sai School is a non-denominational school that demonstrates how universal human values can be integrated into all aspects of education and school life. We are committed to providing a complete educational program that develops personal character and lifelong learning abilities to our students. The school aims at becoming the best known in Australia as a values-infused school; an institution of which we are all proud, as members of the Sathya Sai International Organisation. Indeed, the Education Department of NSW has confirmed that we have successfully integrated human values into the primary school curriculum.

The school offers the following opportunities to the successful applicants.

1. To become a key member of Sathya Sai Baba's mission to transform society through education in human values.
2. To take on the responsibilities and challenges of leading the primary campus of Sathya Sai School.
3. To further develop and demonstrate the integration of human values into the mainstream curriculum.
4. To work with a team of dedicated professionals committed to human values education.
5. To work in an excellent environment in Murwillumbah, located in the heart of a world heritage environmental area.
6. To live in a small community while also having easy access to major shopping centers and to international airports.

The governing board of the Sathya Sai School has taken a decision to operate the two campuses independently. As a result, applications are invited for the following positions;

1. Principal – Primary campus, Murwillumbah
2. Finance & Operations Officer, Secondary campus, Dungay

Closing date for both positions is 9th December, 2016

Position – Principal, Primary campus, Murwillumbah

The Sathya Sai School is offering the leadership position in the primary campus, which caters to classes from Kindergarten to year 6: This will require taking on the responsibilities and challenges of leading the primary campus. The role of the principal is critical to the achievement of the goals and the mission of the school through nurturing positive relationships between students, teachers, parents and the community. The principal is expected to work closely with the governing board and the principal of the secondary campus. The principal will have frequent interactions with the Director of the Institute of Sathya Sai Education in delivering training for teachers and other aspects of education in human values.

The number of students at the primary campus is expected to be close to its capacity of about 160 in 2017. Applications are invited from suitably qualified and experienced teachers with a minimum of 10 years' experience. Preference will be given to applicants with experience in administrative roles and education in human values.

Training will be provided to the appointee to improve their ability to carry out the duties and responsibilities effectively and efficiently.

Employment type

Full time, Five-year contract renewable

Remuneration

Negotiable. An attractive salary will be offered to the right candidate based on current market rates.

The appointee will receive four weeks paid annual leave. Normally, such leave will be taken during the summer non-term time which falls immediately after Term 4 each year.

Reporting line

The principal reports to the board of governors.

Key requirements

1. A strong resonance with the school's five human values of love, peace, truth, right conduct and non-violence.
2. Experience in leadership of high quality curriculum development, teaching and learning environment, leading to the achievement of quality learning outcomes.
3. Share the vision and ethos of the Sathya Sai School in promoting education in human values.
4. Proven interpersonal skills and leadership qualities.
5. Demonstrated strategic thinking and analytical skills.

6. Demonstrated ability to manage effectively human, financial and physical resources to deliver high quality organisational outcomes.
7. Demonstrated capacity to develop and maintain a culture based on ethical professional and personal behaviours and values in accord with the Sathya Sai EHV model.
8. Excellent communication skills.
9. Current full teaching registration with NSW Education Department.
10. Develop and manage effectively established procedures and processes and implement the decisions of the Board.
11. Set up effective programs for professional development of teachers and other non-teaching staff, and undertake staff performance appraisals, and teacher accreditation.
12. Ensure the School is operating within all statutory requirements and guidelines, including those that relate to the BOSTES and Commonwealth and State funding requirements.
13. Report to the Board in a timely manner regarding needs, requirements and general operational matters of the School and provide recommendations to address these matters.
14. Proven track record in rendering service and/or extra-curricular activities within a school and/or educational environment.

Key selection criteria

Education, skills and Qualifications

The appointee will have:

1. A tertiary qualification in education in Australia or equivalent with a minimum of ten years of experience in teaching (essential) and
2. Proven capabilities in delivering the requirements listed above.

Selection process

The selection panel is a committee appointed by the board of governors of the Sathya Sai School and will include a representative of the Institute of Sathya Sai Education Australia.

Enquiries

Bob Molloy (phone:02 6677 7588)

Position – Finance & Administration Officer, Secondary campus, Dungay

The Finance and Administration Officer provides a range of administrative (front office/reception), accounting and finance support services to the Principal of the Secondary campus of the Sathya Sai School.

Location

Sathya Sai School Secondary campus, Dungay.

Employment Type

Full time 5-year contract renewable.

Remuneration

The salary is negotiable and be based on the qualifications and experience of the appointee. The salary range will be between \$55,000 - \$65,000. On the job training, will be provided to the appointee.

The appointee will receive four weeks paid annual leave. Normally, such leave will be taken during the summer non-term time which falls immediately after Term 4 each year.

Reporting line

The position reports to the principal of the secondary campus with dotted line reporting to the business manager for finance/accounting related duties or otherwise determined by the board of governors.

Key responsibilities

1. Provide all administrative & reception support for the first 12 – 18 months.
2. Assist with payroll, invoicing, purchases, banking and other related activities.
3. Prepare and submit timely and informative management reports.
4. Prepare budgets, forecasts and end of year financial statements.
5. Assist with audit and respond to audit queries.
6. Provide administrative services including management of the front office, managing correspondence, attending to and resolving routine issues.
7. Arrange events and meetings.
8. Records management.
9. Prepare reports as required by the Board of Studies, Teaching and Educational Standards NSW (BOSTES).
10. Undertake tasks to identify continuous growth and operational improvements and initiate reports to the governing board.
11. Other duties as required from time to time by management.

Key Selection criteria

Education/Qualifications

The appointee will have:

1. A tertiary qualification in Australia or equivalent in commerce and/or accounting, ideally studying towards CPA or CA.
2. Minimum of three years of experience in finance/accounting and providing administrative support.
3. Demonstrated organizational skills in setting priorities and planning to meet deadlines.
4. Good analytical skills.
5. Good communication skills including the ability to interact with parents, students, suppliers and others and maintain confidentiality.
3. Knowledge of accounting packages such as MYOB.

Enquiries

Channa Seneviratne (phone: 0409999436)

How to apply for jobs at Sathya Sai School

1. If you have any queries regarding one of the positions, please contact the relevant named person for that position.
2. Submit a detailed curriculum vitae outlining your qualifications, skills and experience.
3. Provide a statement addressing the key selection criteria.
4. Include of names and contact details of two non-related work referees in your Curriculum Vitae.
5. Do not submit more than one application.
6. Please do not send applications by post to the school or directly to the persons listed in the enquiries above. All applications must be sent to the email address: VacanciesSathyaSaiSchool@ gmail.com.