Information relevant to the vacancy of Principal at
St Mary's Primary School
Carbin Street
BOWRAVILLE

The following information about the parish, general community, school and procedures may be of interest to prospective applicants:

**Parish Priest:** Fr Shelwin Fernandez

**Approximate Population:** 1,200 (township), 9,000 (parish)

**Location:** Approx 17 km west of Nambucca Heads, 550 km north of Sydney.

**Enrolment:** Current enrolment 30.

**Staff Level:** Anticipate 3.0 FTE in 2017 with other personnel being employed under special programs and through the school/parish budget.

**Religious Association:** Sisters of Our Lady of the Sacred Heart, Mercy Sisters and Sisters of St Joseph (Lochinvar) have been associated at various times with the school.

**Plant:** Modern, recently extended and upgraded facilities with adequate grounds and satisfactory equipment.

**Local Economy:** Rural - cattle, timber with nearby fishing and tourism at Nambucca Heads. Significant unemployment.

**Communications:** On main rail line, close to Pacific Highway, major airport at Coffs Harbour.

**Service Facilities:** Catholic primary schools at Macksville & Bellingen; nearest Catholic secondary - Coffs Harbour & Kempsey; range of state schools in the area; hospital at Macksville. Nearest tertiary institutions Newcastle, Armidale, Lismore. Campus of Southern Cross University at Coffs Harbour.

**General Conditions:** Salary will be according to the approved stipend or the principal’s award, whichever is appropriate. Superannuation scheme available and portable with other catholic systems. Assistance provided with removal expenses. Contract appointment will be negotiated. During this contract period a formal performance appraisal will be undertaken.

**School Structure:** Currently multi-age and staff groupings. The leadership team includes Principal, Leader of Pedagogy, K-2 Instructional Leader, Curriculum Coordinator, Leader of Catechesis and Leader of Evangelisation with assistance being provided by 2 x 1 point coordinators.

**Processing of Applications:** It is anticipated that a preliminary short list of suitable applicants will be finalized by mid early December 2016. The interview and appointment process should be completed by mid-December 2016. All costs involved in interviews would be met by the Catholic Schools Office.