

Staff

Administration and Ancillary Staff

Registrar and Personal Assistant to the Principal.....	Mrs Avril Marshall
Personal Assistant to the Deputy Principal.....	Mrs Helen Clarke
Accountant.....	Mrs Helen Phillips
Accounts Clerk (part time).....	Mrs Stephanie Mackenzie
Personal Assistant to the Business Mngr and Accounts Receivable Assistant.....	Mrs Julie Klein
Computing Services Administrator	Mr Nathan Zamprogno
Receptionist	Mrs Sandra Leach
Assistant Receptionist & Senior First Aid Officer.....	Mrs Virginia Donges
Library Assistants.....	Mr Peter Turner / Mrs Judy Hill
Junior School Secretary	Mrs Deidre Collett
Middle School Secretary	Mrs Herma Mear
Senior School Secretary	Ms Lorraine Harvey
Alumni Assistant and Major Gifts Officer	Mrs Janene Wardrop
Administration Assistant	Mrs Merryanne Sumner
Teacher's Aide Education Support.....	Mrs Lisa Patston, Mr Ben Thompson,
Home Economics Assistant (part time)	Mrs Narelle Hanslow
Lab Assistant (part time)	Mrs Elizabeth Begg
School Services Officer.....	Mr Richard Boyle
Grounds & Gardens	Mr Ken Coombes
Sports and Facilities Assistant	Mrs Tracey Brady

Senior Management Team

The Principal, Deputy Principal, Head of Senior College and Business Manager form the Senior Management Team of the school.

The Principal

Mr Geoff Bowser is the Principal and is responsible for the overall leadership and management of the school, including structuring of policy and planning frameworks, the monitoring of performance and accountability processes, the management of perceptions and the welfare of all sections of the school.

In seeking to contact the Principal, enquiries should be directed through the Principal's Personal Assistant, Mrs Avril Marshall.

The Deputy Principal

Mrs Coral Edwards is responsible for leading and supervising the Educational Leadership Team in creating and maintaining a "best practice" culture throughout the school and for facilitating the smooth running, sensible co-ordination and wise and timely communications associated with all events arising out of the school timetable and calendar.

This will embody the supervision of both documents and teaching practices that accord with the vision, values, goals and priorities of the school and ensure that they meet the requirements and standards of the NSW Board of Studies.

In seeking to contact the Deputy Principal enquiries should be directed through the Deputy Principal's Personal Assistant, Mrs Helen Clarke.

Head of Senior College

Mr Bill Little is responsible for leading Years 11 to 12 (also includes Year 10 in 2010). This involves the visioning and development of the corporate life of the section, discipline and pastoral care for the section, the monitoring of requirements for Year 11 Preliminary and Higher School Certificate, and the supervision of policy and performance parameters.

The Business Manager

Mr John Downward is responsible for the financial and operational management of the school. From time to time there may be a need for parents to contact the Business Manager in relation to sensitive personal financial matters. Appointments for such interviews can be arranged through the Personal Assistant to the Business Manager, Mrs Julie Klein.

Educational Leadership Team

The Educational Leadership Team is responsible for educational leadership within the school and has a membership which is comprised of the Deputy Principal, Head of Senior College, Assistant Head of Senior College, Year 9 Coordinator, Stage 4 Coordinator, Stage 3 Coordinator, Junior School Coordinator, Heads of Faculty, Assistant Heads of Faculty, Education Support Coordinator, Sports Coordinator, ICT Coordinator and Global Education Coordinator.

Head of Senior College – Mr Bill Little is responsible for leading Years 11 to 12. This involves the visioning and development of the corporate life of the section, discipline and pastoral care for the section, the monitoring of requirements for Year 11 Preliminary and Higher School Certificate, and the supervision of policy and performance parameters.

Year 9 Coordinator – Mr Adam Osbourne is responsible for the new Year 9 Program as well as the pastoral care of Year 9, and in 2009, Year 10 students. This role involves the visioning and development of the corporate life of the section, discipline and pastoral care for the section and the supervision of policy and performance parameters. Mr Osborne will be assisted by the **Year 10 Coordinator – Mr Adrian Cayzer in 2009**.

Stage 4 Coordinator – Mr Allan Wallace is responsible for Years 7 and 8. This involves the visioning and development of the corporate life of the section, discipline and pastoral care for the section and the supervision of policy and performance parameters.

Stage 3 Coordinator – Mrs Nita Kruik is responsible for Years 5 and 6. This involves the visioning and development of the corporate life of the section, discipline and pastoral care for the section and the supervision of policy and performance parameters.

While Mr Wallace and Mrs Kruik will predominantly be responsible for welfare for their respective Stages, they will share general oversight of the Middle School, with Mr Wallace focussing on boys' issues and Mrs Kruik girls' issues.

Junior School Coordinator – Mrs Sue Riethmuller is responsible for leading Years Kindergarten to Year 4. This involves the visioning and development of the corporate life of the section, discipline and pastoral care for the section and the supervision of policy and performance parameters.

In seeking to contact these staff members, enquiries should be directed through the secretaries in the sub-school offices, either Junior School or Middle School or, in the case of Years 9 & 10 or Senior College, through the Senior College Office.

Teaching Staff

The following are the staff positions for 2009 (subject to change):

Junior School

Junior School Coordinator.....	Mrs Sue Riethmuller
Junior School Relief (for staff on Long Service Leave).....	Mrs Jenny O'Keefe
Kindergarten Class KG	Mrs Marilyn Green
Kindergarten/Year 1 Boys Class K/1S	Mrs Jenny Sheerman
Year 1/Year 2 Class 1/2CT	Mrs Robyn Collins / Mrs Sue Talbot
Year 2/Year 3 Class 2/3D	, Mrs Bev Davies
Year 3	Mrs Margaret Trotter
Year 4 Class 4P and Class 4HF	Mr Andrew Powell and Mrs Jenny Hanslow / Mrs Pauline Fox
Languages	Mrs Sue Riethmuller
Music	Mrs Alison Saunders
Education Support	Mrs Marion Brooking

Middle School

Stage 3 Coordinator Mrs Nita Kruik
Stage 4 Coordinator Mr Allan Wallace

Years 9 & 10

Year 9 Coordinator Mr Adam Osborne
Year 10 Coordinator Mr Adrian Cayzer

Senior College

Assistant Head of Senior College / Careers Mrs Julie Pickworth

Heads of Faculty

English / HSIE / Languages Mrs Vicky Williams
Science / Health Sciences / Mathematics Mrs Jane Dove
TAS / CAPA Mr Rob Moor

Assistant Heads of Faculty

English / HSIE / Languages (with focus on HSIE) Mr Max Talbot
Science / Health Sciences / Mathematics (with focus on Mathematics) Mr Keith Arblaster
TAS / CAPA (with focus on Creative & Performing Arts) Mrs Natalie Maddock

Co-ordinators / Responsibilities

Transport Mr Colin Gabriel (Years K – 6), TBA (Years 7 – 12)
Sports Mr Andrew Stewart (Years K – 12)
Librarian Mrs Lyn Clarke
ICT Mr Brett Duncan
Educational Support Mrs Carolyn Innes
Global Education Mr Paul Karlik