



## Current Vacancy

### Deputy Headmaster Operations & Staffing – 8 MU's + 1 SMA

Due to the retirement of one of our long-serving Deputy Headmasters, Sacred Heart College is seeking to appoint a highly motivated, strategic, and experienced leader to work collaboratively within our Leadership team.

With proven leadership and teaching experience, the ideal applicant will be a capable manager who is comfortable with making and implementing decisions. Responsible for the daily operations of the college and staffing, the Deputy Headmaster will also have key responsibilities that include but not limited to, overseeing sport, strategic property, and managing IT infrastructure within the college.

To be successful in this role, the applicant will demonstrate:

- Proven experience in leadership at the Assistant Principal or Deputy Principal level
- Ability to oversee key areas of the college
- A high level of interpersonal and motivational skills
- Support the Headmaster with operations of the school and hostel
- Positive and engaging relationships with staff and students
- Ability to think and act strategically
- A presence at school wide and co-curricular events and activities

Capabilities to maintain programmes and activities that reflect the special character of the school shall be a condition of appointment.

If this opportunity sounds like you, please email a letter of application & CV to: Melanie Inglis, Manager of Recruitment/HR on [recruitment@sacredheart.school.nz](mailto:recruitment@sacredheart.school.nz). In the subject line please specify the position you are applying for.

Visits to the college are welcome by appointment.

- Applications close: 28th November 2023
- Shortlisting completed: 30th November 2023
- Interviews held: 4<sup>th</sup> December 2023
- Start Date: By negotiation