



Title of Position:

Position Summary

Team Group:	Executive Leadership	Immediate Responsible Officer:	Principal
School Unit:	Administration	Reporting to:	Principal
Staffing Group:	General Staff	Executive Leader:	Principal
Classification Level:	8.1		

Position Details

Type of Appointment:

Employee Category: Permanent

Time Classification: 1.0 (FTE for salary purposes)

Award: Educational Services (Schools) General Staff Award 2010

Classification and Level: Level 8.1

Base Full-Time Equivalent Salary (as at 01/07/2024): \$102,119

Ordinary Working Hours

Weeks per year: 48

Number of hours worked per week: 38

Working Days: Monday to Friday

Starting & Finishing Times: TBA

Position Summary

The Operations Manager's primary role is to manage the operations administration functions of the College. In addition to this primary role, the Operations Manager must provide support to the Principal. The Operations Manager will involve himself/herself in the life of the College and develop healthy relationships with staff, students and families to assist with building the 'community' at the College.

This role assumes a high level of managerial expertise, including a significant level of leadership, the ability to consult, delegate, analyse and plan in specific contexts within the College community. The Operations Manager plays an important role in helping to realise the College's mission and vision. This role is specifically related to ensuring the adequate provision of resources needed throughout the College.



Scope and Nature of the Position

- The Operations Manager reports directly to and is responsible to the Principal. As a member of the Executive Leadership Team, the Operations Manager is a key advisor to the Principal regarding College grounds and facilities.
- The Operations Manager provides appropriate information and advice to the Principal and Board as requested and required.
- The Operations Manager will be guided in this role by the mission, vision, and core values/beliefs of the College, along with the School Constitution and other relevant policies.

Job Description

Summary of Key Responsibilities and Duties

The Operations Manager is responsible to the Principal and the College Board for carrying out his/her role as described in the Position Summary.

Specific areas of responsibility include:

- Keep abreast of all local, State and Federal Government policies, regulations and legislation in so far as they affect the College
- Research, prepare and lodge Grant applications to AISSA and other relevant funding bodies
- The Operations Manager has the authority to spend funds approved in the budget with permission from the Principal
- Support the Principal, as directed, in ensuring the effective, efficient and responsible management of all relevant staff, services and systems within the College that are associated with the support and resourcing of the mission and vision.

The Operations Manager will be responsible for ensuring the:

- Property Maintenance
- Building projects
- Grant acquittals
- Buses
- Front office/admin staff management
- Work Health Safety and Welfare in the school
- Buses
- Risk Management

Manage the Administrative Management System, including:

ICT Systems

- Ensure that ICT systems are managed appropriately to provide all of the support (both hardware and software) necessary for staff to perform their duties effectively and efficiently. This may/may not include both administration and educational systems.

Records Management

- Develop and maintain a corporate filing system.
- Maintain school records in accordance with the Archive Policy.



Risk Management.

- Ensure that all school assets are always covered by the appropriate insurance cover.
- Identify areas of risk (non-educational) and perform appropriate risk assessments.
- Process all insurance claims.

Marketing

- Develop and support an effective marketing plan which is flexible and effective in promoting all facets of the school (e.g., positioning of the school in the community, promoting the school to increase the number of students, within the community to increase financial assistance).

Uniform Shop

- Oversee the operation of the uniform shop to ensure that the shop is able to provide a good service to the community.
- Manage the financial function of the uniform shop to ensure appropriate controls are in place and effective.

Coordinate school transport services

- Liaise with the Bus Coordinator to ensure the smooth operation of the College's bus fleet including timetabling bus routes.
- Liaise with the Bus Coordinator to ensure buses are serviced and well maintained.

Cleaning and maintenance

- Liaise with the Grounds Coordinator to ensure the school grounds are cleaned regularly or as needed.
- Organise contractors to clean the College.

Effective management and development of the school's Safety Management System.

- Be trained as, and carry out, the roles of Workplace Health and Safety Management Officer and Rehabilitation Officer in line with Workplace Health and Safety, and Workers Compensation requirements.
- Develop and maintain personnel policies and procedures including a Workplace Health and Safety Policy, a Rehabilitation Policy, a First Aid Policy and other relevant personnel forms, policies and procedures as required by the Principal.

Other specific WHS duties:

- Administer workers compensation returns, claims and insurance.
- Liaise with occupational health providers in the event of workers compensation claims requiring rehabilitation. Handle the rehabilitation programme under workers compensation claims.

Property

- Effective management and development of the College's facilities and maintenance resources.
- Responsible to the Principal, via recommendations from him/her and the College Board, for the oversight, coordination and reporting of all capital works planning and construction.
- Through the Principal, advise the College Board of capital project matters as required.
- Responsible for the coordination of property management activities in relation to the external hiring of College facilities and equipment.



- Advise on general property matters.
- Responsible for the coordination and preparation of a maintenance schedule for all capital property and oversight of the maintenance works.
- Develop and maintain Asset Register and Depreciation Schedules.
- Ensure the security of the College by monitoring the risk of fire and theft and maintaining a monitored alarm system, keying system and key register.
- Manage the maintenance function of the school buildings and grounds to ensure a safe and pleasant environment that supports the good education of students.
- Manage the cleaning function of the school to ensure that the cleaning is maintained at a high standard.

Relationships

- Assisting the Principal to build relationships within the College and with the wider community
- Support the Principal in developing and maintaining positive relationships within the College community, so that the mission and vision can be realised.
- This role will involve relating to a wide range of people within the College community in a variety of different contexts (ie staff, parents, students, Parents Friends and Carers, College Board, volunteers)

Support the Principal in maintaining positive and healthy partnerships with key partners:

- Local churches, AISSA, CEN, Government regulatory bodies and departments, other schools

Other:

- The Operations Manager is responsible to the Principal for carrying out the functions and responsibilities outlined in this Position Description.
- The Operations Manager will meet regularly with the Principal to discuss issues relating to the management of the school, with specific focus on aspects relating to his/her role.
- The Operations Manager is responsible for management of non-classroom/educational based ancillary staff (i.e., grounds person, office/administration staff, etc).
- The Operations Manager will liaise as required with cleaning staff/contractors.
- The Operations Manager will liaise with other contractors as necessary to ensure all contractors comply with College policies and procedures, with a view to minimising the disruption to the operations of the school.
- The Operations Manager will work closely with the finance staff and Principal to ensure the operational budgets and key operational outcomes are met.
- The Operations Manager will attend professional development and training and actively seek opportunities to increase knowledge, experience, and skills. Some intrastate travel may be required.

REVIEW AND ACCOUNTABILITY

The Operations Manager will meet regularly with the Principal. These meetings will focus on discussing issues relating to the physical management of the College and the Operations Manager's role.

The Principal will meet with the Operations Manager once in a 2 year period to conduct a review of his/her performance in relation to this Position Description. A Professional Learning Action Plan will need to be completed by the Operations Manager annually.



Child Safety

- Be familiar with and comply with the College's Child Safety Code of Conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for students.

Person Specifications

Essential Criteria

The ideal candidate will have the following essential requirements:

- An established, strong and active personal commitment to the Christian faith
- Committed member of a local church congregation
- Excellent interpersonal skills, ability to communicate with students and staff
- Ability to work both independently and as part of a team
- Act with courtesy, compassion and tolerance for all, acknowledging diverse backgrounds, church denominations and personal circumstances
- Ability to make decisions through collaboration, consultation and consensus, each in the in the appropriate context, place and time
- Demonstrates excellent time management and organisational skills
- Work to a high standard whilst continuing professional learning

Skills and Experience

The ideal candidate will have the following essential requirements:

- Experience working in a facilities management environment including operations, routine maintenance, refurbishment and capital works
- Strong capabilities to drive continuous improvement and best business outcomes
- A proactive approach to problem solving and seeking, at all times outcomes which improve the workplace
- Experience and knowledge implementing workplace health and safety requirements
- The ability to build strong relationships with others, building a high level of trust and engagement through the quality of your work and people skills
- A proven track record of managing change in a diverse environment, including the ability to strategically influence stakeholders at all levels
- Strong business acumen with the ability to work through abstract situations and quickly gain the knowledge required

Qualifications:

- A trade or appropriate tertiary qualification would be desirable
- Current Working with Children Check
- Responding to Abuse & Neglect in Education Care – Mandatory Notification
- First Aid
 - Provide First Aid in an Education & Care Setting
 - CPR, Asthma & Anaphylaxis



**Mid North
Christian
College**

**Hope in
the Living
God**

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* First Aid and RRHAN-EC – Mandatory Notification are essential for the position; it is desirable but not essential for the successful candidate to have these prior to starting work. The candidate must be available to undertake the training within 3 months of starting work. This may require out-of-hours attendance.