



ST EDMUND'S COLLEGE
CANBERRA · EST 1954



**EDMUND RICE EDUCATION
AUSTRALIA**

St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

Operations Manager

Commencing 29 January 2018 or by negotiation. Please see the Role Statement below for information regarding this role.

To be appointed to this position, the applicant will need a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain all of the Application Information. Contact Mrs Pauline Mills at employment@stedmunds.act.edu.au or 62390621 if you have further questions.

Applications close: Monday 11 December 2017, addressed to:

The Principal
St Edmund's College Canberra
110 Canberra Avenue GRIFFITH ACT 2603
Or email to employment@stedmunds.act.edu.au



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Role Description: Operations Manager

1. ROLE

The Operations Manager is appointed by the Principal to coordinate daily operations in the College under the direction of the Deputy Principal. Key responsibilities include:

- 1.1. Managing the efficient and smooth daily organisation and operation of the College and related community activities
- 1.2. Communicating daily and longer term planning to all stakeholders
- 1.3. Providing effective and efficient systems and processes which:
 - 1.3.1. prioritise the Edmund Rice and Catholic ethos of the College;
 - 1.3.2. prioritise teaching and learning;
 - 1.3.3. enable pastoral and co-curricular programs; and,
 - 1.3.4. support efficient administration and cost effective business operations.

2. RELATIONSHIPS

The Operations Manager reports directly to the Deputy Principal. Other key relationships include:

- 2.1. Directors of Pastoral Care, Teaching & Learning, Mission and Innovation and ITC as well as the Head of Junior School
- 2.2. Business Manager
- 2.3. Administration Manager
- 2.4. Principal's Secretary
- 2.5. Assistant Director of Teaching & Learning
- 2.6. Heads of House
- 2.7. Teaching Staff
- 2.8. Relief Teachers

3. DUTIES

Operations

Under the supervision of the Deputy Principal (and other Directors as required):

- 3.1. manage the daily organisation of the College – e.g. timetable and room changes, supervision needs, incursions, excursions and special events;
- 3.2. organise and allocate responsibilities to relief teachers;
- 3.3. ensure that staff and students are informed of daily arrangements ;
- 3.4. monitor teaching staff absence;
- 3.5. support, guide and advise staff in organisational and administrative matters;

- 3.6. participate in the process of reviewing and improving the systems in place to support teaching, learning, administration and business operations, in consultation with other stakeholders, to ensure they are effective and efficient;
- 3.7. process professional development requests, excursions, sporting arrangements etc. with staff, upon approval by the Deputy Principal;
- 3.8. keep appropriate records;
- 3.9. prepare and maintain staff supervision rosters
- 3.10. assist in the organisation of fire drill and lockdown arrangements;
- 3.11. assist with the preparation of staff activities on student-free days and professional learning week.

Studies

In conjunction with the Director of Teaching and Learning and the Deputy Principal:

- 3.12. assist in preparing the school timetable and alter as requested throughout the year. This includes the distribution of all necessary information related to the timetable and assisting in reviewing timetable structures;
- 3.13. prepare exam timetables and assessment schedules in conjunction with the Studies Office;
- 3.14. organise test facilities and information;
- 3.15. assist with generating, updating and managing BSSS courses, data, markbooks and student information;
- 3.16. maintain the assessment data in the College's school management system;
- 3.17. assist with the planning for Parent/Student/Teacher interviews in conjunction with relevant stakeholders;
- 3.18. attend Academic Committee meetings as requested;
- 3.19. assist with the planning and running of school events such as presentation evenings, information sessions and academic assemblies.

Pastoral Care

In conjunction with the Director of Pastoral Care and the Deputy Principal:

- 3.20. attend Heads of House meetings as appropriate to assist with timetabling operations-based activities (e.g. Camps, Retreats, Market Day, Founders Day);
- 3.21. assist the Director of Pastoral Care with communicating activities between Leadership Team, Heads of House, students and parents;
- 3.22. assist with the organisation and running of whole school assemblies;
- 3.23. assist in the organisation of external agencies brought in to run programs such as Menslink, Blackdog, etc.; and,
- 3.24. assist with the organisation of House/Year information evenings.

Mission

In conjunction with the Director of Faith and Mission and the Deputy Principal:

- 3.25. support the Director of Mission in the planning of whole-College masses (opening College Mass, Ash Wednesday Liturgies, etc.) including duty roster for the safe transportation of students to events when not on the College grounds.

Junior School

In conjunction with the Head of Junior School and the Deputy Principal:

- 3.26. support the Head of Junior School in the planning of activities that pertain to the Junior School.

Other

3.27. The Operations Manager will perform any other duties that may be assigned from time to time by the Deputy Principal or Principal including:

- 3.27.1. attending out of hours events as requested;
- 3.27.2. attending Calendar Meetings; and,
- 3.27.3. communicating with the Administration Manager on the creation of a Weekly Bulletin.

4. CONDITIONS

- 4.1. Subject to the terms and conditions of the Support Staff (St Edmund's College) Enterprise Agreement 2015-2019, and subsequent agreements.
- 4.2. Clerical Officer Level 5, Step 1.
- 4.3. 43 weeks per year including some work outside term time.
- 4.4. Undertake other duties as determined by the Principal.

5. SELECTION CRITERIA

Essential

- 5.1. Support the mission of St Edmund's College as a Catholic school in the Edmund Rice Tradition.
- 5.2. Strong Information Technology skills, including proficiency using a range of Microsoft software applications.
- 5.3. Able to develop and maintain positive relationships with colleagues.
- 5.4. Strong verbal and written communication skills.
- 5.5. Ability to perform duties responsibly and complete work to a high degree of accuracy under limited supervision.
- 5.6. Excellent organisational and time management skills, including the ability to multi-task, establish priorities, manage workloads and reorganise tasks to reflect changing priorities.
- 5.7. Proven experience maintaining accurate and comprehensive records and files.

Desirable

- 5.8. Experience as a senior administrator or manager.
- 5.9. Working knowledge of education sector software applications, such as Synergetic and Edval.
- 5.10. Knowledge of school procedures and the education systems within the ACT.

6. PERSONAL ATTRIBUTES

- 6.1. Well-organised, reliable with a strong sense of responsibility
- 6.2. Possesses strong good interpersonal skills
- 6.3. Self-motivated and able to work with minimal supervision
- 6.4. Ability to work under pressure and adapt to meet changing priorities and deadlines
- 6.5. Ability to work in a cooperative manner with colleagues, both one-on-one and as a member of a team.
- 6.6. Maintains confidentiality and demonstrates discretion.

7. SPECIAL CONSIDERATIONS

- 7.1. The successful applicant will work during College term from 7.00am – 3.00pm.
- 7.2. Some additional out of hours work is also required.