



Peninsula Grammar School

Date:
17/03/21

Position Description

Position Title	School Operations Manager
Reports to (Position)	The Deputy Principal
Location	Melbourne, Australia
Employment Status	Full-time Ongoing

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This Position Description is a summary of the core responsibilities and expectations of the School Operations Manager. The incumbent may be directed to perform other functions to support the organisation to achieve its objectives.

1. Organisational Profile

Peninsula Grammar School (PGS) is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning, we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing, and evaluating School policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the aims and philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parent by fostering quality relationships and community development
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills
- Maintain strict confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to participate in a regular performance review in accordance with the School Professional Review and Development Program.

PGS is committed to promoting diversity and inclusion at the workplace and expects employees to consistently demonstrate its values through the quality of their work performance and conduct.

2. Position Objective

The School Operations Manager is responsible for the day to day operations of Peninsula Grammar School and plays an important role in the management and administration of whole School systems and processes. The successful candidate will also have responsibility for the development of whole School policy across the Co-curricular portfolios. The School reserves the right to alter roles and responsibilities as operational needs require.



3. Key Stakeholders

Internal

- Principal and Deputy Principal
- Head and Deputy Heads of Junior, Middle and Senior School
- Director of Sport
- Head of Productions
- Business Manager
- Facilities Team
- Operational Staff (Administration and Business Support functions)
- Teaching Staff
- Students

External

- External providers
- University Liaison
- Organisations & Industries
- International Program Coordinators

4. Core Responsibilities and Accountabilities

The School Operations Manager understands, promotes, and advances best practice across the School.

Leadership & Development

- Work with the Heads of School to manage student behavioural expectations and review effectiveness of current practices
- Effectively manage and support staff who are charged with the co-curricular offering of the School
- Analyse situations as they relate to the culture and needs of the School
- Drive innovation across the School, particularly as it relates to the co-curricular program, school assemblies and special events
- Recognise and develop strengths, acknowledge and improve upon practice's providing timely and consistent feedback to the Principal regarding whole school co-curricular programs
- Lead and develop collaborative processes that support ongoing school improvement and a culture of excellence in all areas
- Promote excellence in teaching and learning and pastoral care across the School
- Publicly address and communicate with staff, students and parents and other groups as appropriate
- Keep abreast of key educational developments and in so doing, encourage professional dialogues and development amongst staff at the School

School Culture

- Implement and action the School Behavioural Expectations Framework
- Manage parent expectation and understanding of the co-curricular program
- Build strong relationships with students, founded on respect for the uniqueness of the School and an understanding of the role played in keeping the high standards expected
- Mediate, when necessary, with staff, parents and students on matters pertaining to the co-curricular program
- Participate in community events and public life of the School, in all facets of the whole school program



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Policy

- Oversee the planning, implementation, and assessment of whole school policy as it relates to co-curricular programs and the International Program
- Lead ongoing management of compliance and regulatory processes across the Health, Wellbeing and Co-curricular components of the School

Administration

- Ensure the effective day to day operations of the School with a focus on systems and structures in collaboration with members of the School Executive
- Oversee the administration responsibilities of the Heads and Deputy Heads of Learning Areas, the school calendar, development of the timetable, teacher duties and teacher supervisions
- Providing support in community events, information sessions, co-curricular activities and School assemblies
- Assist the Directors of Sport and School Production to ensure all programs continue to develop
- Oversee the collection of data sets to inform student learning improvement and student wellbeing across the School and work with relevant members of the School Executive to ensure data patterns are being utilised to inform teaching and pastoral care strategies

Community

- Engage and maintain links with relevant professional associations and organisation to enhance teaching and learning
- Attend and deliver professional development experience
- Contribute to processes that encourage communication, consultation, and teamwork within the School Community

Child Safety

- Ensure adherence to all student safety standards and mandatory reporting requirements
- Attend training to maintain compliance with all child safety legislation, standards and regulations
- Complete all mandatory training in a timely manner
- Escalate and report all matters related to student safety immediately

5. Key Capabilities and Competencies

The incumbent is expected to have established knowledge, skills and competencies to be effective in this role:

- Strong knowledge of technical components of the Victorian Curriculum from 7 to 12
- Strong communication and critical thinking skills
- Solid administrative skills; across the Microsoft Office Suite, Zenith and Synergetic
- Strong OHS awareness
- Excellent time management and organisational skills

6. Qualifications, Registrations and Experience

Qualifications & Registrations

- A Master's Degree in Educational Leadership (preferred)
- Extensive leadership experience
- Current Working with Children's Check
- Current Police Check
- Current First Aid – HLTAID003
- Current Drivers' Licence



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Experience

- Minimum of 5 years' experience in a similar role
- Work experience in the education sector (preferable)
- Experienced in safe manual handling practices
- Proven ability to work with stakeholder groups to complete required tasks across varied contexts
- Confident in working autonomously and in a team setting to produce quality outcomes
- Ability to multi-task and manage time effectively to deliver on priorities

7. Attributes

The following attributes will be relevant to support the incumbent in performing this role:

- Adaptability
- Strong critical think skills
- Strong people management skills
- Outstanding problem-solving skills
- Outstanding leadership skills
- Excellent written and interpersonal communication skills
- Exemplary teacher with demonstrated understanding of contemporary pedagogy
- High level of positive initiative
- Team-driven ('One School')
- Clear sense of personal accountability
- Strong work ethic
- Honest, trustworthy, and respectful
- Display empathy, commitment, and resilience
- Reliability and punctuality
- Embracing of change and improvement
- Genuine interest in the School, students, and families in the School Community

8. Teaching Component

- There may be a teaching component attached to this position which would be discussed with the successful applicant.

9. Additional Information and Special Conditions

- As a member of the School staff, the incumbent is committed to the Aims and Philosophy of the School
- In all matters concerning employment, this position is ultimately responsible to the Principal. However, for practical purposes, these functions are delegated to the Business Manager. In its day-to-day duties, the role will be responsive to the needs of the School
- Work attendance outside of ordinary school hours is required where directed to support events, functions and programs (including sports).

Core Demands

PHYSICAL DEMAND	RARELY <15%	OCCASIONALLY 15-30%	REGULARLY 30-85%	FREQUENTLY >85%
Sitting	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Running	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Exposure to noise	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (steps / stairs)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>



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Working from heights (>2metres)	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling (>5kgs)				
Lifting	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>