



St Margaret's Anglican Girls School St Aidan's Anglican Girls' School

Position Description:

Operations Manager

Reports to:	Assistant Director – Campus Development and Operations
Status:	This is a full-time role, 5 days per week
Location:	St Aidan's Anglican Girls' School and St Margaret's Anglican Girls School (the Schools)
Reports:	Facilities Manager (St Aidan's), Facilities Manager (St Margaret's)STM, Corporate Services Officer, Catering Operations Manager (St Aidan's).
Key Liaison:	Principals, Senior Leadership Teams

School Ethos

St Margaret's Anglican Girls School and St Aidan's Anglican Girls' School, Schools of The Society of the Sacred Advent (SSA), are committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. Staff demonstrate the School Ethos by:

- Reflecting and nurturing the mission and vision of the Schools.
- Demonstrating commitment to leadership through vision, service and example in an Anglican context.
- Motivating and energising students by fostering quality relationships.
- Maintaining confidentiality and overt support for the Schools.
- Consistently demonstrating professional competence and applying current knowledge and innovations in educational trends.
- Consistently demonstrating commitment to the School's core values

Position Purpose

The Operations Manager provides effective leadership to and implementation of the School's operations and facilities. The role is responsible for ensuring compliance, a relentless focus on continual improvement and effective business and financial management of the core areas of responsibility. Working in close collaboration with Assistant Director – Campus Development and Operations, holding a unified strategic vision for sustainable delivery solutions and a capital infrastructure program that will continue to position St Margaret's and St Aidan's as schools of choice for the education and wellbeing of girls and women in Queensland.

Other Information

All employees of St Margaret's Anglican Girls School and St Aidan's Anglican Girls' School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the Schools reserve the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time.
- demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

Key Responsibilities:

- Provide leadership and implementation direction to the school's operations and facilities, incorporating sustainability initiatives across all aspects of campus service delivery.
- Oversee all implementation aspects of the management of the school facilities and operations in conjunction with each School's Facilities Manager including grounds, cleaning, maintenance, transport, traffic and general operations.
- Provide leadership and oversight of all building management technology interface and requirements with ICT systems and tools.
- Provide operational input into the capital improvement program and each school's master plans.
- Actively manage effective stakeholder relations with external hirers of school facilities, executing respective hire agreements as appropriate.
- Deliver and achieve effective management of service and stakeholder relationships including execution of contractual arrangements.
- Oversee the smooth operation and maintenance of the Sports Precincts of each school, including future forward planning to ensure ongoing financial and physical sustainability.
- Provide operational leadership to transport arrangements at both schools including traffic management and bus service provision through hybrid internal and external service delivery model.
- Provide effective leadership, mentoring and direction of the catering services; specifically cafeteria/coffee shop at St Aidan's.
- Provide leadership to achieve smooth delivery of events and functions.
- Critically analyse and proactively manage risks associated with campus facilities and operations.
- Proactively undertake recruitment, management and development of staff within area of responsibility.
- Participate in working groups and committees, as required.
- Proactively lead an organisation culture of accountability, risk minimisation and excellence.
- As a senior representative of both schools, always demonstrate the utmost professionalism and support the decisions of the School Councils and leadership teams.
- Lead effective change management to achieve positive and robust outcomes.
- Engage in continuing professional development in areas relevant to the role.

Ensuring the School's ethos and values are reflected in the employee's manner

- Reporting matters relating to child protection directly and immediately to the Principal
- Ensuring communication records are maintained and provided to other staff as required
- Communicating effectively with all teaching staff, parents, students and all other staff
- Playing an active role in supporting the cleanliness and safety of the school site
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School
- Following safe working procedures developed for the School
- Obtaining and keeping current a Working with Children – Blue Card, issued by the Blue Card Services (Queensland Government) (as varied or replaced from time to time)

Student Protection

St Margaret's and St Aidan's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection.
- Wear your name badge at all times.
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

Workplace Health and Safety

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities;
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards

SELECTION CRITERIA

- Proven results in effectively leading similar operational and infrastructure services, with continuous improvement mindset.
- A high level attention to detail to ensure a high level of presentation of the schools at all times.
- Demonstrated experience in commercial operational management.
- Demonstrated experience in managing built environments and associated activities of maintenance and operations.
- Demonstrated understanding and implementation experience with building management system technical interface and ICT systems.
- A sound knowledge of contractor management.
- Ability to positively and proactively lead others through change of varying impact levels.
- A proactive approach to problem solving seeking at all times to improve outcomes in the workplace.
- Highly developed interpersonal written and verbal communication skills with a strong focus on customer service, professionalism and accuracy.
- Experience in identifying hazards and managing operational risk matters.
- Demonstrated ability to solve complex problems and deal with a range of variables in situations where only limited precedents exist.
- Ability to think strategically and contribute to the commercial sustainability of the Schools.
- Ability to liaise professionally and confidently with staff, students, parents and various external stakeholders, such as government bodies, and suppliers.
- High level of organisational and time management skills.
- Advanced computer skills including proficiency in Microsoft Office.
- Effective project and change management skills.

Qualifications

- Preferrable trade qualification and familiarisation of building construction
- Relevant qualifications in project management, facilities management, workplace health and safety, contractor management. (desirable)

Requirements

- Commitment to Anglican Ethos of the Schools; and to the Sisters Philosophy
- Obtaining and keeping current a Working with Children – Blue Card, issued by Blue Card Services (Queensland Government) (as varied or replaced from time to time).

St Margaret's and St Aidan's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process prior to appointment and successful candidate must comply with School policies and relevant legislation relating to Student protection.

IT IS A CONDITION OF EMPLOYMENT THAT APPLICANTS MUST POSSESS A POSITIVE NOTICE BLUE CARD FOR CHILD-RELATED EMPLOYMENT PRIOR TO COMMENCEMENT