



**Emmaus
Christian
School**

**ASSISANT PRINCIPAL
(OPERATIONS)**

position description





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[School Prospectus](#)

Position Description

Assistant Principal (Operations)

1. FTE

FTE: 1.0

8:30am – 4:30pm Mon- Fri, 48 weeks p/a

2. Purpose of the Position

The Assistant Principal Operations (APO) will manage the finance, administration, and property teams of the school. The APO will seek to ensure the long-term vitality of the School and to maintain and update robust structures to monitor performance and reduce risk. The Assistant Principal Operations will work closely with the Principal enabling the School Board to adhere to the strategic priorities of the School in ensuring stability, sustainability and compliance.

The Assistant Principal Operations is part of the school Executive and will work with several key staff and committees, including the Finance Committee, the Building Committee, Parents and Friends, Coordinators etc.

3. Reporting Relationships

3.1. Reports to the Principal

3.2. Line Manager to:

- Property Manager
- Admin Manager
- Finance Manager
- ICT Manager

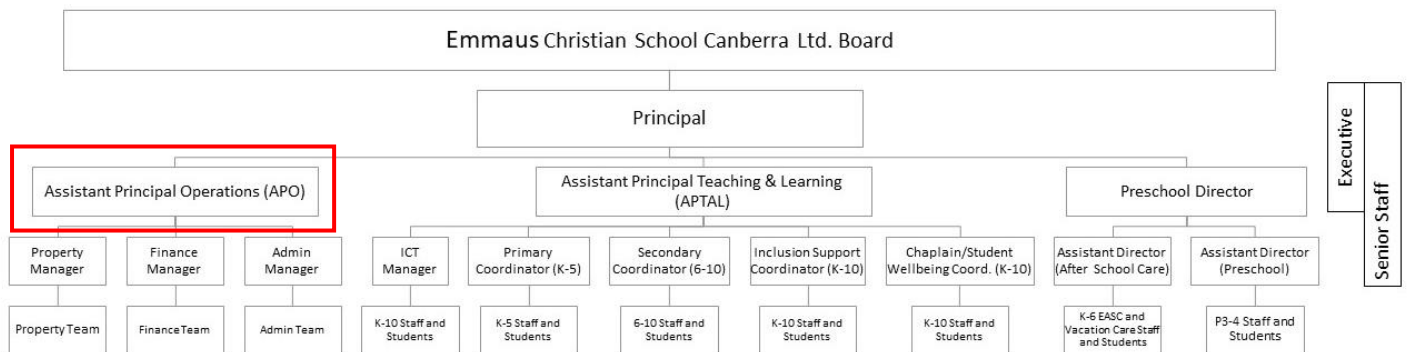
3.3. Other key (non-reporting) relationships:

- Assistant Principal Teaching and Learning (APTAL)
- Preschool Director and Assistant Directors
- Coordinators

4. School Structure



Emmas Organisational Diagram



5. Responsibilities

5.1. Demonstrated commitment to:

- A faithful walk with the Lord Jesus Christ and membership of an evangelical Christian church.
- The School's vision, core values and strategic priorities.
- A growing understanding of the place of education, teaching and learning within a Biblical view of the world.
- Setting an example to students, staff and parents/carers in matters of faith and conduct.

5.2. Specific Responsibilities:

- Ensure WWWP Compliance.
- Oversee all budgeting (through Finance Manager).
- Co-responsible with Principal for school's registration with Education Directorate.
- Oversee Financial Control & Compliance (through Finance Manager).
- Oversee Administration (through Admin Manager).
- Oversee Maintenance/Cleaning (through Property Manager)
- Oversee Human Resources & Payroll (through Finance Manager).
- Oversee Policy Register (maintenance and policy development).
- Community development through events and print material.
- Fundraising and Chairing Emmas Parents & Friends Committee.
- Chairing Emmas Uniform Committee on behalf of Principal.
- Management of Events, Open Night, Graduations, Productions etc.
- Oversee all communications and marketing.
- Collaborate with the Principal in relation to the financial management of building

- projects in line with the Master Plan and Building Committee directions
- Coordinate with Project Management consultants and/or architects on all capital and infrastructure projects.
- Coordinate contracts for major work development, small capital projects, and the purchase of new equipment in consultation with the Principal.
- Participate in the development of School buildings and facilities.
- Engage in projects to ensure that the project is completed on time, within budget, to specification and the required quality.
- Develop a budget and contingency plan for building projects.
- Prepare and monitor the Work Health and Safety (WH&S) Plan.
- Chair the WH&S Committee.
- Oversee all contractor inductions and child safety procedures.

5.3. Other Duties and Responsibilities

- Additional tasks requested by the Principal within the scope of the role are fulfilled accurately and in time frames requested.
- Attend School events, staff meetings, devotions, prayer meetings and other School functions as directed by the Principal.
- The Assistant Principal Operations will be a member of the following teams and committees:
 - Executive (Leadership Team)
 - Board Finance Committee
 - Board Building Committee
 - Board Audit and Risk Committee
 - Work Health and Safety Committee
 - ICT Workgroup

4. Support to School

- Providing support to the Board through the Principal.
- Contributing to the strategic direction of the School.
- Attend meetings where required.
- Working collaboratively within the Executive.
- Display skill and compassion in dealing with parents/carers in matters of concerns.
- Demonstrate a high level of skill in listening, negotiation, mediation, and dispute resolution.
- Support staff in their effort to implement teaching and learning programs.
- Display a spirit of hospitality and welcome within the School.

5. Agreement

- This position description is intended to describe the general nature and responsibility of work in this job and is not an exhaustive list of all duties required.
- Employees will also be required to follow any other job-related instructions and School policies, and to perform other job-related duties requested by the Line Manager (Principal) to support the School's compliance with legislative obligations.
- The Line Manager may, in consultation with the employee vary the responsibilities

of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

- This position will undergo an annual or biannual performance review.

6. Selection Criteria

- Applicants are required to address the following selection criteria and provide examples that demonstrate their ability to perform the duties of a Assistant Principal Operations in a large independent school underpinned by a commitment to a Biblical Worldview.

8.1. Essential Criteria

- Regular attendance at a Christian Church and demonstrated faith and lifestyle commitment. Church involvement and dates of attending current Christian church.
- Possess strong knowledge of the independent education sector with previous experience in an independent school or for at least five years at a senior business management level.
- A tertiary qualification in a relevant education and/or management field.
- Possess highly developed decision making, analytical, strategic, problem solving, verbal and written skills. Have strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and manage competing tasks concurrently.
- Possess outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the organisation, internally and externally – underpinned by patience, active listening and compassion.
- Ability to work cooperatively, collaboratively with team members, other teams and other staff including those from a non-financial background. Lead the Finance, Property and Admin Teams effectively, establishing strong relationships built on trust and confidence in their leader.
- Provide confirmation:
 - that you are not an undischarged Bankrupt under the Bankruptcy Act 1966.
 - you have not been banned from ASIC or banned by a court for managing corporations under the Corporations Act 2001.
 - you have not been convicted of fraud or any offence related to dishonesty.
 - you have a current Working with Vulnerable People Card
- Manage contracts, licenses and agreements (inclusive of MEAs) ensuring these are current, accurate, negotiable and in the best interests of the School.

8.2. Desirable Criteria

- Experience in performance management.
- Experience working in a P-10 school environment.
- Post graduate qualifications such as an MBA or working towards it.

7. Remuneration and Conditions

- The position will commence with the initial probation period of 6 months.
- An appropriate remuneration package will be determined by the Principal and discussed with the preferred candidate.
- Given the seniority of this role, the expectations are that the Assistant Principal Operations will work the hours required to fulfil the requirements of the position and be flexible in responding to additional needs including out of hours meetings.
- The Assistant Principal Operations will be supported in participation in and contribution to, professional and industry associations including ASBA, AIS ACT, CEN and CSA's Staff Relation Services.