



DIRECTOR OF OPERATIONS

Position Overview

The Director of Operations develops, leads and manages the operations and administrative functions of the College so they are well-planned, compliant and communicated effectively, contributing to the calm and efficient daily performance of the College. The Director of Operations is a member of the College Leadership Team (CLT), reporting directly to the Deputy Principal, and ultimately, the Principal.

The Director of Operations has management on all operational aspects of the College, including overseeing / allocating daily covers and casual teachers, event scheduling and planning, the oversight of risk assessments for events, excursions and camps, maintaining the College calendar and staff attendance coordination.

This role will work collaboratively and support a range of internal and external stakeholders within the Edmund Rice College community, ensuring careful stewardship of the College's resources.

This position requires flexibility in working hours and will require outside of school hours interaction with staff who are unable to attend work at the College.

The essential duties and responsibilities of the Director of Operations include but are not limited to the following:

Religious Leadership

- Witnessing to and promoting the life and values of Jesus Christ
- Understanding, being committed to and actively promoting the Catholic ethos of the College
- Providing leadership as a role model in the charism of Blessed Edmund Rice and promoting the Touchstones and core values of the Edmund Rice Charter
- Providing leadership in achieving the mission and vision of the College.

Member of the College Leadership Team (CLT)

- Operate as part of the CLT to achieve the mission and strategic priorities of the College
- Contribute to the ongoing high standard of practice to meet and exceed NESAs registration and accreditation requirements, with a commitment to continuous improvement
- Preparation of reports and documentation as required
- Contribute to the development and review of the College policies and procedures
- Foster a supportive environment for staff that promotes unity and cohesion across the College
- Maintain a high standard of consistency and professionalism for staff, students and the broader College community
- Provide strategic input into the College's leadership and management by bringing recommendations and proposals to the CLT
- Escalate to the Principal potential, emerging or known issues and concerns as appropriate
- Ensure the efficient and responsible use of College resources
- Undertake any other duties as directed by the Principal.

Leadership of Operational and Administrative Functions on behalf of the College

- Establish, improve and maintain administrative practices and processes that ensure the effective day-to-day management of the College, giving particular care to consider planning and the provision of clear and timely communication to all stakeholders
- Ensure daily lesson covers / allocations are conducted in a fiscally responsible manner, promoting the practice of allocating underload periods, in-lieu of periods and extras (in accordance with Policies and Procedures) before engaging casual staff
- Manage and communicate variations to daily routines including the allocation of casual staff, room changes, and lesson covers as required
- Track data to ensure accurate records are kept of allocation of in-lieu-of periods, extras and underload periods
- Oversee casual staff including induction, ongoing availability and allocation of daily duties
- Contribute to the effective organisation of all school examinations timetables (including HSC, NAPLAN, Minimum Standards testing, etc) in relation to rooming, staffing and special provisions, in collaboration with the Director of Studies and the Director of Teaching and Learning.

Annual Timetable of scheduled classes and duties

- In conjunction with the Director of Studies, oversee the construction and ongoing maintenance of the College timetable, including subjects offered and staffing allocations, in collaboration with Heads of Department, CLT and relevant stakeholders
- Ensure the effective and efficient allocation of resources to support student learning and improve student outcomes
- Ensure rooms are allocated to maximise learning and efficiencies and resolves issues arising for any matters
- Determine required duties, manage the allocation of staff to those duties and publish duty rosters ensuring the appropriate supervision of students in a timely manner
- Ensure staff on timetables complete their allocated duties by open lines of communication.

College Calendar and Events

- Lead in collaboration with the CLT, the annual preparation and communication of the College term dates
- Oversee and manage the development, maintenance and communication of the College calendar in a timely and accurate manner
- Manage the approval process for College excursions, activities, events, and functions
- Ensure excursions, incursions, camps and events meet compliance obligations, responding to changes as required
- In collaboration with the CLT, oversee the logistical arrangements and communication of whole College events
- Provide regular updates to staff as required.