

EDUCATIONAL LEADERSHIP: BUSINESS MANAGER

Recruitment on Line Position Number: 1115926

Education Support: Ongoing Level 1 Range 4; Time Fraction: 0.6, 48/52.

The time fraction negotiable with the Principal.

Commencement: 16 April 2018

College Profile

Mullauna College in Mitcham is a child-safe learning environment. Our school has a long and proud history of academic excellence and providing a stimulating and secure learning environment for students. Our vision is that we are a vibrant learning community in which all members of the community are continually learning and striving to improve. In this we exemplify the college motto of *Success Though Learning Together*. Students are supported and encouraged to aspire to achieve their personal best in academic and co-curricular endeavours, and to be persistent and resilient learners who value curiosity in themselves and others.

While the college focus is very much on academic excellence the belief that happy, healthy, resilient students learn best and achieve their best is a guiding philosophy. Students are supported in their intellectual, emotional, social and physical development by a highly professional group of teachers and education support staff

In the classroom the focus is on creating a learning environment that is current, stimulating, rigorous, values excellence and centred on the learning of every child. Mullauna College provides students with access to up-to-date ICT resources that supports *any time, any place, any platform* learning. We believe that it is essential that our students see themselves as global citizens who have a valuable contribution to make society at every level. Students participate in a comprehensive co-curricular program that includes camps, sport, music, the performing arts, debating, leadership, student governance and service.

Mullauna College is entering an exciting new era with the significant upgrade of learning spaces which will accommodate flexible curriculum opportunities for students and facilitate teachers' innovative and collaborative practice. The facilities upgrade is a mix of new and renovated spaces and includes:

- a new Junior Learning Centre and renovated science classrooms
- a new Arts and Design Centre
- a 'Fab Lab' and a 'Hack Lab' for interdisciplinary, STEAM learning
- a tiered external seating area and landscaping linking the new buildings
- a new Master Chef style kitchen and pantry
- renovating the library to accommodate a library and a Staff Centre which will bring all teachers and Support Staff out of satellite staff rooms and into the one building
- creating a new VCE Learning Centre and Common Room in the current Food Tech building
- constructing a new pedestrian entrance and upgrading the view of the college from Mitcham Road.

The Leadership Team has been investigating the opportunities that **Makerspaces** provide in delivering **STEAM** curriculum particularly for students in years 7 to 9. The college is interested in offering students the chance to be involved in big projects that encompass a variety of disciplines and which facilitate authentic, deep learning.

Role Statement

The position is advertised as Range 4 and 48/52 as the school is seeking to recruit an experienced Business Manager, preferably with state secondary college experience. The 0.6 time fraction is negotiable with the Principal.

Range 4 is distinguished by broader management responsibility, particularly in the areas of finance, human resource and other support functions. Range 4 is responsible for managing a range of functions under a wide range of conditions, subject to the size and complexity of school operations.

Objectives will, generally, be clearly defined; guidelines will be broad and day-to-day direction minimal. Management responsibility extends to ensuring appropriate support levels are maintained across the school. Range 4 generally provides key support and timely advice to the leadership team and school council and liaises with the general school community, the Department and other government agencies and service providers.

Specialised professional roles will carry a high level of independence and accountability where suitable scope is provided to achieve objectives.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Responsibilities

Accurately maintain the school's financial, assets and HR records.

1. Comply with all Department of Education and Training's (DET) requirements and financial management procedures.
2. Prepare financial documentation and data for budget preparation and reconcile school spending against the school's budget.
3. Undertake Accounts Payable duties, monitor Accounts Receivable, and monitor payments and charges on Cases21 and Compass.
4. Undertake all banking duties including required transfers, reconciliations and reporting.
5. Prepare and circulate accurate financial statements for school families at least once per term.
6. Ensure that all relevant financial reports are checked and any discrepancy is investigated and reported to the Principal.
7. Attend Resources sub-committee and School Council meetings; prepare and present the required financial reports.
8. Provide advice to program coordinators and teaching staff on spending against the budget.
9. Record and accurately maintain the college assets register including the reconciliation after each stocktake.
10. Monitor and update staff leave records on EduPay.
11. Carefully monitor staff remuneration and superannuation records on EduPay and update in consultation with the Principal.
12. Check and complete the local payroll each fortnight.
13. Maintain accurate staff records on the SRP.
14. Undertake recruitment responsibilities via Recruitment Online.
15. Perform other duties as directed by the Principal Team.

Child Safety Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at :-

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

Selection Criteria

A high level of competency in managing the issues involved in finance, human resources, maintenance and administrative services in a secondary school setting is required. You may demonstrate these attributes in the following criteria responses:

- SC1: Demonstrated working knowledge of school budgeting; including preparation, report production, the interpretation and analysis of reports, as well as recommendations to the Principal and School Council with regards to the SRP and workforce planning in accordance with the school's Strategic Plan.
- SC2 Demonstrated ability to use CASES21 Administration and CASES21Finances, Edupay, and ROL. A working knowledge of Compass.
- SC3: Demonstrated ability to lead and contribute to the development of the Administration Team including the development of procedures and guidelines relating to the work area.
- SC4: Ensure all key personnel and especially the Principal are kept informed of business management related content including attending School Council meetings and preparation of reports for School Council.
- SC5: A commitment to ongoing professional learning to enable further development of skills, expertise and professional capacity for both self and others
- SC6 Demonstrated high level oral and written communication skills along with outstanding inter-personal skills and ICT experience.
- SC7: Demonstrated capacity to adapt to and manage change in the workplace

To apply

Applicants should access the college website and may contact Principal Barbara Laidlaw 9874 3422 for further information concerning this position. The School Strategic Plan, the Annual Implementation Plan and the Annual Report are available on the college website.

Applications for this position must be lodged via **Recruitment Online** by the advertised closing date; late applications will not be considered.

Applications should be prepared in a standard font, preferably ARIAL or TIMES NEW ROMAN, at size 11 or 12. Pages should be single sided and have well delineated sections using clear headings.

Applicants are advised to include:

1. A cover sheet providing the name of the applicant, record number (where applicable), home and school email address, telephone number and a telephone number where the applicant can be contacted during business hours.
2. A specific response to each of the seven selection criteria of no more than one page per criterion.
3. A separate curriculum vitae that is a summary of experience and qualifications.
4. The names of three referees including contact details, work and mobile phone numbers, email address, current position and relationship to the applicant, and a short explanation as to which selection criteria each referee can best comment on.