



# **CHRYSLIS STEINER SCHOOL**

educating the whole child

## **FULL TIME BUSINESS OPERATIONS MANAGER in BELLINGEN SHIRE**

We are seeking a dedicated, highly motivated person to fill the role of Business Operations Manager. The successful applicant will be a vital member of the management team reporting directly to the Head of the School, work with the School Board, its sub committees and key suppliers.

### **Background**

Chrysalis Steiner School is located in the beautiful Thora Valley, near the township of Bellingen in New South Wales. The School is founded on the educational philosophy of Rudolf Steiner and aims to educate the whole person – intellectually, artistically, socially, and to help develop physical capabilities – so as to develop each student's innate self-discipline and strength of body and will. The Board of the Chrysalis School is now seeking applications for the role of Business Operations Manager, which is a critical role in guiding, nurturing and safe-keeping the School now and into the future.

### **POSITION OVERVIEW**

The Business Operations Manager is a vital member of the management team. They advise and report directly to the Head of School, work with the School Board, its sub committees and key suppliers. Willingness to support the ethos of Chrysalis is crucial to the success of this role.

The position comes with an attractive salary package commensurate with the role based on experience and qualifications. The successful applicant will be required to work on a full time basis, 9am – 5pm (flexible arrangements possible), with 4 weeks annual leave per year + 1 week ex gratia between Christmas and New Year.

### **ESSENTIAL REQUIREMENTS**

- Demonstrable, excellent understanding and experience of managing finances using current Financial IT systems (the School uses QuickBooks Online).
- Proven ability to prioritise and organise tasks and projects effectively.
- Tertiary level qualifications in Accounting (CA or CPA preferred), Business, Economics, or Finance.
- Current National Police Check and WWCC.

## **ACCOUNTABILITY**

- The position is accountable to the Education Director, and ultimately to the School Board.
- The Business Operations Manager serves the School Board, as the Company Secretary, as well preparing financial and operational reports for the School Board.

## **KEY SELECTION CRITERIA**

Among other qualities, the following skills, knowledge and experiences are critical:

- Ability and willingness to work in accordance with the values of Chrysalis.
- Ability to work in a collaborative, educational setting.
- Successful experience of managing major projects.
- Experience in strategic planning, specifically financial.
- Sound understanding of WHS, risk management and compliance.
- Excellent interpersonal and communication skills, both written and verbal.
- Strong negotiating skills.
- Excellent problem-solving skills.
- Proven ability to work independently and in a team, including building and supervising small teams.
- Capacity to attend monthly evening Board Meetings and other out of hour's meetings.
- Demonstrable understanding of relevant policy and or legislation pertaining to education in NSW (i.e., Student Welfare, Child protection, Bullying, anti-discrimination, etc.).
- Sound knowledge and comfort with IT in general.
- HR Training and Experience.

## **Preferred**

- An active interest in Steiner education and its contemporary expression.
- Experience working in a School environment or similar.
- Imaginative approach to problem solving and community initiatives.
- Flexibility in relation to work hours.

## **Personal qualities**

- An interest in personal development and growth.
- An active interest in the world around.
- A good communicator, but better listener.
- Considerate but agile.
- Considerate but not frightened to speak up.

## **MAJOR AREAS OF RESPONSIBILITY**

- Management and control of School's finances, including accounts and payroll.
- Produce a budget in August for Board approval.
- Produce a Financial risk assessment by October each year.
- Write Capital Grant Applications as agreed with Education Director.
- Fee collection and debtor management, including working with families to recover overdue fees.
- Financial planning including budgeting and forecasting, and financial strategic planning.
- Financial management of capital works.
- Risk management (Macro-operational and Hazard Management).
- Financial management of school community initiatives.
- Compliance with financial policies and procedures.
- Management and monitoring of financial systems (IT).
- Capital grant applications.
- End of year reporting, including audit.
- Submission of statutory reports.
- Working with the Education Director on Policy and Procedure document management through the School's compliance management system, CompliSpace.

## **Compliance and WHS oversight**

- Monitoring compliance with NES and ROSA registration requirements and preparing for 5-year reviews.
- Monitoring compliance with other related legislation (e.g., privacy policy, Not for Profit status requirements).
- Update policies in accordance with new legislation within 4 weeks.
- Supervising WHS policy and implementation.
- Managing workers compensation claims.

## **Administration teams**

- Overseeing administration staff in relation to day-to-day processes and task management.
- Reviewing administration systems and performance.
- Managing school-wide IT systems, including hardware and software purchases.
- Overseeing school communications, in collaboration with the Education Director.

## **Project Management**

- Overseeing school building and refurbishment projects in relation to the Master Plan, compliance requirements or community initiatives.
- Project reporting where projects are partly or fully funded by grant monies.

### **Human Resources**

- Managing employment conditions consistent with contracts and relevant multi-enterprise agreements.
- Prepare contracts, collect compliance documents and create and maintain employee files in accounting systems and school storage network.
- Ensure staff pay rates are maintained and updated in accordance with the relevant multi-enterprise agreements.
- Work with the Education Director and/or on the Board employment matters as required.

### **Asset, building and grounds maintenance**

- Work closely with Maintenance Staff to plan and budget the annual maintenance schedule for the school's buildings and grounds.
- Oversee the Maintenance Staff to ensure all school assets, grounds and buildings are maintained to an appropriate, safe standard.
- Contribute to the selection of appropriate contractors to conduct maintenance works.

### **Clear and positive communication**

- Communicate in accordance with the Chrysalis Steiner School's values, both verbally and in writing. This includes formal and informal communications with individuals, school families, fee payers, staff, the Board, external bodies and the wider community.