

Role Description

Operations Administrator



30 Hours per Week
Commencing November 2017

William Carey Christian School is committed to transforming lives by the proclamation of the gospel and the delivery of an excellent Christian education, accessible to the whole community.

WCCS is seeking the services of a committed Christian to oversee the operations and lead a dedicated team of approximately 30 support staff.

Reporting to the Finance Administrator, the Operations Administrator will have relevant tertiary qualifications, proven experience in leadership and team management with a passion to encourage, supervise and mentor staff.

The successful applicant will also contribute to strategic decisions in the operations of the school and provide valued input in areas of accounting, compliance and community relations where necessary.

This 30 hours per week position involves managing 11 key areas of the school including:

- Maintenance of school grounds, car parks, watering & septic systems
- Information Technology
- Canteen
- Medical clinic
- Uniform shop
- Front office & student office reception
- Student transport including school buses & maintenance of vehicles
- Cleaning staff & garbage removal
- Gardens and landscaping
- Technical & sound equipment for school productions and special events
- Security

Other responsibilities:

- Responsible to organise future capital projects with proven experience in this area
- Prepare the annual budget for maintenance and capital improvement
- Liaise with the Finance Administrator for all matters with a financial impact and work within budget
- Monitor the condition of equipment & furniture used and program the replacement of same where appropriate
- Manage our bus fleet, including excursions, before and after school bus routes including bookings, enlist drivers and maintenance
- Follow up and investigate matters requested by Board and sub-committees.
- Understanding and provide backup for the accounting function of school where applicable.
- Liaising with government authorities for operations of school

Essential Criteria:

- Be an evangelical Christian, able to support the school's Statement of Faith and committed to seeing the school deliver an excellent Christian education.
- A commitment to seeing the school deliver an excellent Christian education
- The ability to work effectively in teams whether in supervisory, collegial or advisory contexts.
- Well-developed communication and problem solving skills
- The successful candidate will be required to obtain a Working With Children Check clearance before commencing employment.

Framework: Head, Heart and Hands:

Our task can be seen within the framework of:

- **head** (the ruling side of things – biblical rule of faith and practice, NESARA requirements, evidence based research, professional development),
- **heart** (your passion for the gospel, for your subject, for shepherding your faculty members and your students) and
- **hands** (the practical component of what you do: administration, stewardship, implementation in our situation).

Working at William Carey gives opportunity and responsibility for staff:

- to maintain a Christian lifestyle, growing in living God's way; promoting and modelling an understanding of living God's way in God's world as God's image;
- to develop their biblical worldview and to disseminate it.
- to share the gospel with students and parents, pointing them to Christ.
- to develop relationships with students, parents, colleagues and others that show the fruit of the Spirit, seasoned with salt, modelling Christ in their interactions and being sensitive to interpreting responses from students and parents who come from diverse cultural and religious backgrounds.
- to develop their professional skills, carrying out their duties in a competent and conscientious manner, while seeking opportunities to improve their knowledge and skills, including through participation in professional development.
- to work cooperatively to maintain a consultative and collaborative workplace
- to work humbly, following reasonable instructions given by their supervisor, complying with school policies and procedures, and being accountable for their own actions and decisions.

All applications must be submitted on the Non-Teaching Application Form, which is available on the WCCS website. Please email applications to antakleys@wccs.nsw.edu.au by 9.00am Monday 9th October, 2017.