



POSITION DESCRIPTION

POSITION:	Campus Business Manager - Timbertop
DEPARTMENT:	Operations
CAMPUS:	Timbertop
REPORTS TO:	Head of Campus Timbertop
DIRECT REPORTS:	Timbertop Operational staff
EMPLOYMENT STATUS:	Full time ongoing
CLASSIFICATION:	GGs Operations Salary Scale – Classification level C8
APPROVAL:	October 2025

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

POSITION OBJECTIVE

The Campus Business Manager reports directly to the Head of Campus and is responsible for managing the day-to-day administration, facilities and business service functions of the Timbertop campus. The position has a close working relationship with the Chief Operating Officer, the Associate Director of Finance and the Director of Employee Engagement who are based at Corio. The Campus Business Manager supervises a multi-disciplinary team of staff and oversees the activities of a range of external service providers to ensure the provision of effective and efficient business and operational services to the campus.

To assist the Head of Campus to implement the strategic and operational objectives for Geelong Grammar School's Timbertop campus through the effective and efficient coordination and management of the administration, facilities, projects, farm, grounds, health-centre, catering and business services functions.

KEY RESPONSIBILITIES

The Campus Business Manager is responsible for managing the following services and functions;

1. As directed by the Head of Campus, and in accordance with the strategic commercial objectives promulgated by the Chief Operating Officer, prepare, manage and report on the following financial and facilities management plans, budgets and contracts.
 - (i) Capital management plans, budgets and expenditure.
 - (ii) Operating budgets and expenditure
 - (iii) Facilities management, medical and laundry, catering and cleaning contracts.
 - (iv) Campus equipment and furniture
 - (v) Campus vehicle replacements
2. Be responsible for the financial governance of the campus. Including;
 - (i) Ensure contemporary practices, systems, processes and controls are in place and adhered to
 - (ii) Review and confirm fortnightly payroll timesheets and spreadsheets.
 - (iii) Ensure the financial results of the campus are a true reflection of the campus operation.
 - (iv) Provide guidance and support to all staff to enable good decision taking in regard to the financial operations of the campus.
3. In consultation with the Head of Campus, coordinate and oversee campus facility maintenance, and grounds contractors and service providers.
4. Lead and manage a team of staff to provide a range of services to the campus, including.
 - (i) Administrative and office support including reception.
 - (ii) Grounds, facilities, farm
 - (iii) Health Centre rosters and facilities (but not operational policies)
 - (iv) IT technician
 - (v) Project Coordinator
5. Work closely with the Employee Engagement Department and Payroll function in relation to all aspects of employment, management, performance, welfare, Workcover and payment of operational staff at the Timbertop campus.
6. Work closely with the Head of Campus, the Chief Operating Officer, school architects and building contractors in design, placement and construction of all new major building contracts at the Timbertop campus.
7. Work closely with the OHS and Wellbeing Partner (Corio) and the Timbertop OHS Coordinator to ensure that OH&S and Risk Management, policies, procedures and obligations of the School are actively communicated and implemented as required in compliance with the law. Oversee compliance and maintain a comprehensive log of training completed by staff at the campus.
8. Co-ordinate and facilitate the use of campus buildings and facilities by internal and external users, including overseeing catering services for events and functions.
9. Work closely with the OHS and Wellbeing Partner (Corio) to coordinate the emergency management plan for the campus.
10. Provide advice and assistance to the Head of Campus as a member of the Campus Leadership Team, when required.
11. Other duties as requested by the Head of Campus.
12. Procurement services and goods as required.

13. Facilitate and lead Strategic initiatives and major projects for the campus projects.

14. Employee engagement staff matters

ORGANISATIONAL RELATIONSHIPS:

The Campus Business Manager works closely with the Head of Campus and has regular contact with the following positions within the school.

Internal Liaisons

- Chief Operating Officer
- Deputy Head of Campus
- Timbertop Leadership Team
- Finance Team
- Employee Engagement Business Partner
- OHS and Wellbeing Partner
- Retail Manager
- Information services and Support Department
- Campus teaching staff
- Campus operational staff
- Facilities department

External liaisons

- Visitors to Timbertop campus
- Suppliers, Contractors and service providers

KEY SELECTION CRITERIA:

The position of Campus Business Manager requires the following key skills and experience;

1. Previous experience in a business or financial administrator or related management role, indicating a proven capacity to manage people, budgets and capital, building and grounds maintenance functions.
2. High level of administrative and organisational skills with an ability to manage a diverse range of functions, projects and services concurrently.
3. A proven ability to lead and manage a team of people and to provide professional development opportunities and support.
4. Well-developed report writing skills.
5. A proven capacity for financial management, including the ability to prepare and manage budgets and to regularly and accurately report on expenditure.
6. Excellent interpersonal and communication skills with a proven ability to liaise and work with people at all levels within the organisation, including external services providers.
7. The capacity for strategic planning and well-developed analytical skills.
8. Proficiency in the use of Microsoft Word, Excel and Outlook (knowledge of the Synergetic database would be an advantage but is not essential).
9. Ability to work as a member of a team and independently without supervision.
10. An ability to plan and prioritise the workloads of staff to delegate and adjust schedules to meet service demands and deadlines.
11. A general understanding of retail and risk management principles.

QUALIFICATIONS AND EXPERIENCE:

- Previous experience in a relevant field of Business or Financial or (A relevant tertiary qualification and/or experience within the education sector would be an advantage).
- A current Victorian Driver's licence.

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

The School's Student Safeguarding Framework, which includes the Student Safeguarding Strategy, Student Safeguarding Policy and Student Safeguarding Code of Conduct, is available on the [GGS website](#), under 'Student Safeguarding'. The School's expectation is that all staff members (and School Community members) comply with the Student Safeguarding Framework policies and procedures and the [Child Safe Standards](#), as applicable to their role. Any queries in respect of this Framework or the School's expectations should be directed to safeguarding@ggs.vic.edu.au.

WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.