



Position Details

School Operations and Events Coordinator

At Strathcona Girls Grammar, we are committed to being a learning community that is Unstoppable Together, advancing the connections that inspire excellence, opportunity and impact for every student, grounded in optimism and the joy that shapes a purposeful life well lived.

Our mission, Empowering Minds , Enriching Community , Transforming the Future , underpins every aspect of school life. We believe that exceptional teaching has the power to transform lives. Through a culture of high expectations, curiosity, innovation and continuous improvement, we empower students to become confident, capable and future - focused learners who are prepared to thrive in an increasingly complex world.

Strathcona Girls Grammar is a school where the dignity of each person is recognised, respected and fostered. Our school takes an integrated and collaborative approach to building and strengthening safe and respectful school communities which are child safe .

Primary Purpose of the Position

The primary purpose of the position of the School Operations and Events Coordinator is to coordinate the systems, logistics and day-to-day arrangements that support the smooth operation of the School and the effective delivery of School activities and events.

The role brings together whole-school calendar management, daily organisation, staffing logistics, room and resource allocation, event coordination, camps, tours, excursions, incursions and co-curricular administration. The Coordinator develops and maintains reliable systems, anticipates operational issues and works with relevant leaders to ensure activities are appropriately scheduled, staffed, communicated, resourced and documented.

Working collaboratively with the Deputy Principal, Director of ICT, Chaplain, campus and school leaders, Heads of House, Year Level Coordinators, People and Culture, the Business Office and program leaders, the Coordinator supports a safe, organised and engaging School environment. The role coordinates the operational delivery of student leadership activities, House events, co-curricular programs and community activities, while strategic ownership of learning, wellbeing and student development remains with the relevant educational leaders.

Authorised by: Principal
Last reviewed: September 2026

Responsibilities	Outcome
Promote and enable the Strathcona Strategic Vision.	• Observable behaviours and professional practice of all staff at Strathcona. • Strathcona's vision is "To be a learning community that is unstoppable together, advancing the connections that inspire excellence, opportunity and impact, for every student, grounded in optimism and the joy that shapes a purposeful life well lived." • Underpinning this vision are the core values of Courage, Respect, Integrity, Compassion, and Empowerment.
Provide students with a child-safe environment.	• A demonstrated understanding of appropriate behaviour and legal obligations relating to child safety. • Be familiar with and comply with the School's Child-Safe Policy and Code Of Conduct, and any other policies or procedures relating to child safety.
To model observable professional behaviour and professional courtesy.	• An environment of professional trust, empowerment and learning is fostered.

Coordinate daily School organisation and staffing logistics.	• Replacement and casual staffing is arranged fairly, efficiently and in accordance with the applicable Enterprise Agreement and School policy. • Staffing, rooming and resource issues are resolved promptly and communicated clearly. • Daily cover is coordinated with Junior School leadership and other relevant staff, including support for longer periods of leave and casual relief staffing. • Examination, supervision and alternative timetables are supported as required.
Oversee whole-school calendar development and maintenance.	• Whole-school calendars operate as the accurate single source of truth for School activities. • Annual calendar frameworks, naming conventions and entries are checked for consistency and accuracy. • Staff Meetings each term are coordinated with Key stakeholders and published and adhere to the Staff EBA • Clashes are identified early and alternative arrangements are negotiated with relevant stakeholders. • Calendar activity is balanced appropriately across campuses, sections and programs.
Coordinate rooms, venues, facilities and operational resources.	• Room, venue and specialist facility bookings are accurate and support the effective delivery of programs and events. • Operational resource requirements are confirmed in advance and conflicts are resolved promptly. • Efficiencies and improved systems are recommended where appropriate.
Coordinate School events, assemblies and significant activities.	• Whole-school assemblies and major events, including School photos and student immunisations, are efficiently coordinated. • Program leaders are supported with planning, staffing, venues, communication, resources and operational requirements. • Events are calendared, appropriately supervised and delivered in accordance with School requirements.
Coordinate camps, tours, excursions, incursions and experiential programs.	• An annual schedule is maintained and programs are aligned with educational objectives, School policy and operational capacity. • Staffing, family communication, venues, transport, travel documentation and other logistical requirements are coordinated. • Risk assessments, approvals and compliance documentation are completed and retained appropriately in collaboration with relevant staff. • Camps and tours are safely and effectively delivered.
Coordinate the operational delivery of co-curricular, House, leadership, service and community activities.	• Activities are appropriately scheduled, staffed, resourced, promoted and communicated. • Operational planning supports inclusive participation, student belonging, leadership and School spirit. • Program leaders retain educational ownership while receiving dependable logistical and administrative support.
Maintain operational systems, leave administration and compliance documentation to support the effective operation of the School.	• Accurate records are maintained for professional learning through EMS360 and for relevant School activities, staffing, leave and co-curricular commitments. • Consistent categories, processes and documentation support workload planning, reporting and continuous improvement. • Information is maintained securely, complies with privacy requirements and is readily accessible to authorised staff.

	Records management practices support audit readiness and ensure the School meets its regulatory and operational obligations.
Monitor participation, feedback and operational effectiveness.	- Participation information, student and staff feedback and program evaluation are reviewed to improve access and delivery. - Operational issues and trends are identified and reported to relevant leaders. - Systems and processes are regularly evaluated and improved.
Work within the annual budget in consultation with the Business Office.	- Budgets support the delivery of programs in accordance with School policies and priorities. - Expenditure, providers and resources are managed responsibly and communicated in a timely manner.
Other duties as required.	Other duties are carried out as directed by the Principal or nominated delegate.

Reporting Relationships

Reports to	Deputy Principal / Director of ICT
Direct reports	Casual relief staff Operational staff as delegated
Teams	Relevant operational teams ICT Team
Associated Relationships:	Principal Chaplain Director of Secondary School Head of Junior School Head of Tay Creggan Heads of House Year Level Coordinators Director of Learning Excellence and Pedagogy Wellbeing Team People and Culture team Business Office team ICT team Heads of Department Program leaders Teachers External providers Other authorities as appropriate

Key Challenges

- Balancing planned School operations and events with urgent daily staffing and logistical demands.
- Maintaining accurate calendars, records and communication across multiple campuses, sections and programs.
- Coordinating complex events, camps, tours and activities while meeting child safety, risk and compliance requirements.
- Supporting broad student participation and opportunity while recognising learning priorities, wellbeing needs, staffing capacity and workload.
- Building effective working relationships with a wide range of internal and external stakeholders.
- Continuously improving operational systems and processes in a dynamic School environment

Selection Criteria – Knowledge and Skills

Essential:

- Exceptional organisational skills and attention to detail, with the capacity to manage multiple and competing demands.
- Demonstrated experience and skills in coordinating school operations, events, staffing logistics, calendars or complex programs in an education or comparable environment.
- Outstanding interpersonal skills, including the ability to consult, collaborate, negotiate and communicate effectively with staff, students, families and external providers.
- Demonstrated initiative and ability to evaluate and improve systems, processes and workflows.
- Highly competent use of information and communication technologies, School management systems and data tools.
- Ability to prepare and manage budgets and coordinate resources effectively.
- Capacity to work independently and collaboratively with discretion, sound judgement and accountability.
- Strong understanding of child safety, duty of care, risk management and compliance requirements relevant to School activities.

Selection Criteria – Education and Experience

Essential

- Relevant tertiary qualification in business, operations, event management, education administration, project management or a related field, or equivalent substantial experience.
- Experience working in a school environment.
- Current Working with Children Check and National Police Record Check, or eligibility to obtain them before commencement.

Selection Criteria – Advantageous

- Relevant tertiary qualification in business, operations, event management, education administration, project management or a related field, or equivalent substantial experience.
- Experience working in a school environment.
- Current Working with Children Check and National Police Record Check, or eligibility to obtain them before commencement.
- Demonstrated knowledge of child safety.

Personal Qualities

- Be a suitable person to engage in child-connected work.
- Supportive of the ethos of the Christian tradition.
- Highly developed verbal and written communication skills.
- Demonstrated ability to work with others towards a common goal.
- Personal resilience, enabling effective management of multiple and conflicting demands.
- Highly organised with exceptional attention to detail.
- Collaborative, proactive and solutions focused.
- Calm, flexible and responsive in a dynamic environment.
- Committed to the values and mission of the School.
- Supportive of the Christian values, mission and strategic direction of the School.

Child Safe Standards

The School is committed to ensuring child safety. The School has zero tolerance for child abuse and will treat very seriously all allegation and concerns. In line with this commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse and set up processes to properly respond to allegations of child abuse.