



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION: DIRECTOR OF OPERATIONS AND ENGAGEMENT
REPORTS TO: PRINCIPAL AND DEPUTY PRINCIPAL
LOCATION: KEILOR EAST CAMPUS

PURPOSE:

The Director of Operations and Engagement will play a pivotal role in innovation and ensuring the smooth functioning and strategic development of the School's operations and community engagement activities. This position oversees a variety of administrative and operational functions, fosters community connections, and aligns initiatives with the school's strategic plan.

NATURE AND SCOPE:

THE SCHOOL

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve. The school operates on three campuses with a student population of over 2,900. The Kindergartens and Junior School (boys) are in Essendon, the Junior School (girls) in Moonee Ponds and Gottliebsen House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary

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society and its history. The academic programme is complemented by a diverse co-curricular program of Drama, Dance, Music, and Sport.

POSITION CONTEXT

The Director of Operations and Engagement is responsible to the Principal and Deputy Principal, for duties relating to the smooth running of the school and to build engagement within the community. The Director of Operations and Engagement is expected to support the school's values, policies and procedures and the philosophy of an independent school associated with the Uniting Church and support Equal Employment Opportunity principles, including support for an equitable, safe, and productive environment for all staff and students and treating all school community members with dignity and respect.

JOB GUIDELINES

The Director of Operations and Engagement is expected to perform many diverse duties. The following list is not exhaustive, nor in any order of priority, but is indicative of the range and nature of the position. The Director of Operations and Engagement will complete many of these duties in conjunction with Heads of Section/Directors and Senior Leadership.

DIRECT RESPONSIBILITIES

1. **Operational Leadership:**

- Provide strong and visible leadership for the school community.
- Oversee the creation of the secondary timetable, to ensure efficient schedule creation and act as a liaison between Human Resources, Timetable Coordinator, Heads of Sections, Deputy Principal and Principal.
- Manage publications, including Student Information Booklets, Principal's Newsletter, Community Report.
- Ensure all external communications and publications are aligned with the school's strategic plan.
- Serve as the primary point of contact for whole school events, including school photo bookings and church services.
- Oversee the school calendar.
- Oversee the School Colours/School Awards system.

2. **Strategic Planning**

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- Support the Principal and Deputy Principal in the development and implementation of the school's strategic plan.

3. **Policy Development and Risk Management**

- Collaborate with the Principal, Deputy Principal, Risk and Compliance Manager and leadership team on policy development, focusing on risk management and ensuring alignment with the school's strategic objectives.
- Manage risk reporting and compliance in collaboration with the Risk and Compliance Manager.

4. **Programme Oversight**

- Lead and support the development of innovative programmes across Sport, Music, Performing Arts and Camp.
- Ensure the effective organisation of overseas and interstate trips that support the school's curricular and co-curricular programmes.
- Provide visible leadership, attending Saturday sport, music and drama events, school assemblies and other significant school activities regularly.

5. **Community Engagement and Communication**

- Support and drive community engagement initiatives, marketing, and branding activities.
- Foster positive relationships with parents, caregivers, alumni, and the wider community.

6. **Daily Operations Management**

- Liaise with Facilities, IT, and Finance departments to ensure smooth daily operations.

7. **Resource Management**

- In consultation with the Principal, Deputy Principal and Director of Finance, provide effective budget management and allocation of human and physical resources required for the school's sound administration.
- Liaise with the Principal, Deputy Principal, Director of Finance and Facilities Manager on the monitoring and maintenance of school facilities.

8. **Child Safety**

- Support a child-safe environment, ensuring adherence to and demonstrating behaviours in accordance with the School's Child Safety Code of Conduct, including the Child Safe Standards.

9. **Legal and safety matters**

- Assist the Principal in meeting the school's legislative and compliance obligations in matters including effective health and safety management, risk management and continuing school registration.
- Participate in the OHS Committee as required, to support safety and wellbeing.

General responsibilities

- Support the Principal and Deputy Principal on all matters
- Teach classes as required, typically one class and act as a role model of exemplary teaching practices.
- Support the school's aims and the philosophy of a school affiliated with the Uniting Church of Australia.
- Due to the complex nature of the role, other duties not listed in this position description may be required.

SELECTION CRITERIA

The Director of Operations and Engagement will demonstrate the following attributes:

- Proven experience in effective leadership
- Demonstrated ability to contribute to strategic planning
- Well-developed interpersonal and communication skills
- Outstanding organisational skills to manage complex tasks, oversee schedules, and coordinate events
- Outstanding innovation and creative problem-solving skills
- Adaptability and flexibility to manage diverse responsibilities and unexpected situations
- High attention to detail in overseeing publications, calendars, and external communications
- Ability to develop trusting and effective working relationships with a range of stakeholders
- Understanding of how to lead high performing teams, and proven experience in doing so
- A strong commitment to professional learning and continuous improvement to build efficacy both personally and across the staff

- A commitment to student and staff wellbeing and safety, including a deep understanding of how to deliver a child-safe environment and ensure appropriate behaviours when engaging with children with diverse needs and backgrounds
- Ability to foster a positive and collaborative school culture
- Support for the values and policies of the school, including co-curricular activities
- Current Victorian Institute of Teaching registration and a national criminal record check
- Relevant qualifications, with a master's degree or higher qualification desirable

CONDITIONS

Salary and conditions will be negotiated according to the qualifications and experience of the successful applicant.

CONCLUDING REMARKS

The statement of duties should not be seen as limiting. The role of the Director of Operations and Engagement is a changing one. Specific features of the description may alter because of changing circumstances. The description of duties is open to review, by negotiation, by either party.