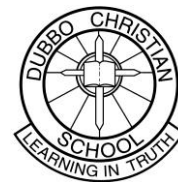


# DUBBO CHRISTIAN SCHOOL

## POSITION DESCRIPTION

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### POSITION DETAILS

Position Title:	Operations Officer
Department:	Support Staff
Date:	20 December 2018
Reports to:	Business Manager
Commencement Level:	Level 3 Step 1 – School Administrative Service

### Primary Purpose

The role of the Operations Officer is to support the facilitation of daily operational tasks within Dubbo Christian School including event coordination, excursion bookings, Purchase Order coordination, staff professional development bookings etc. Working closely with Teaching and Support Staff, the Operations Officer will assist the delivery of increased educational outcomes by supporting designated Preschool, Primary and Secondary operational and administrative functions.

Other duties as requested by the Principal.

### Essential Criteria

- Excellent planning and coordination skills.
- Ability to organise and prioritise workloads and tasks to meet deadlines.
- Excellent written and oral communication skills.
- Sound interpersonal and teamwork skills.
- Are an active committed Christian in regular attendance at a Church.

### Desirable Criteria

- Experience with Information Technology platforms.
- Experience in financial management.
- Basic knowledge of Workplace Health and Safety and Risk Assessment procedures.

### Personal Attributes

- Commitment to the school's Vision, Mission and Christian perspective.
  - Integrity, loyalty, honesty, empathy and assertiveness (pleasantly).
  - Initiative and self-motivation skills.
  - Analytical and problem solving skills to resolve routine issues.
  - Willingness to contribute to the broader life of the school.
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## POSITION DESCRIPTION

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### KEY

### RESPONSIBILITIES

In all matters concerning your appointment you will be responsible to the Principal or someone deputised to act by the Principal. For practical purposes these functions are delegated to the Business Manager on a day to day basis. Noting this is a new position, the below responsibilities will be refined in due course.

#### **Activity Planning**

- In conjunction with respective teaching staff, support the planning and execution of excursions and routine school activities such as local, zone and state sporting carnivals.
- Support the planning and booking of staff Professional Development activities.

#### **Finance**

- Support the coordination of faculty electronic Purchase Orders.
- Working with Budget Holders, support the coordination of resource bookings; including stationary, furniture and classroom equipment.

#### **Event Planning**

- In conjunction with the Community Relations Officer, support the planning and promotion of whole school community functions and events eg. School Anniversary, Grandparents Day, DCS DCS Day etc.
- Support the School's Orientation Days and Information events.

#### **Other**

- Cover the Community Relations Officer's event management tasks for short periods of time in his/her absence.
- Assist the Principal and Business Manager with relevant administrative tasks, as and when required.
- Carry out other duties as directed by the Principal from time to time.

### **Hours of Duty**

This is a temporary part-time position which will likely transition to a permanent position after 12 months. Specific weekly hours and annual leave are in keeping with similar positions in other institutions and will be documented in the Letter of Offer. The role will entail out of hours work from time to time.

*'Whatever you do, work at it with all your heart as working for the Lord, not men'*  
Col 3:23