

Operations Manager



Therefore encourage one another and build each other up. (1 Thessalonians 5:11)

Vision statement: Learning excellence, centered on our Catholic faith, personal growth, service to others and strong academic success.

Purpose of role: The Operations Manager is responsible for managing and supporting the day-to-day operations of the school.

Responsible to: The Principal.

Functional Relationships: Senior Leadership Team, Timetable Support Persons, Principal's Nominee, Staff, Parents and identified Administrative Support personnel.

Leadership Area	Key Areas of Responsibility
School Calendar	<ul style="list-style-type: none"> • Is responsible for and maintains the school calendar. • Is the staff liaison for calendar events and makes decisions with staff and co-curricular sports. • Is responsible for communicating changes to staff and people involved, and promotes events via the calendar and staff/student notices. • Attends SLT Nuts and Bolts Meetings held weekly.
EOTC	<ul style="list-style-type: none"> • Oversight and responsibility for EOTC approvals. • Checks documentation and processes before passing on to BOT Representatives, HR Committee for signing-off. • Manages process in a timely way. • Analyses EOTC statistical data for trends.
Facility Bookings by other users	<ul style="list-style-type: none"> • Has oversight of Auditorium/Gym Bookings by other users (SMCPS, Star of the Sea, Other).
Health and Safety	<ul style="list-style-type: none"> • Leads school-wide Health & Safety Committee. • Leads any emergency Drill/practices. • Disseminates key information to staff and students. • Staff and student procedures are documented and communicated. • Ensures the Emergency Telephone Tree of contacts is always kept up-to-date. Ensures the Principal has the most up-to-date copy. • Keeps any associated policies/procedure documentation up-to-date.

Operations Manager



Teacher Interviews	<ul style="list-style-type: none"> • Has responsibility for organising and setting-up Parent-Teacher Conferencing including where appropriate the physical space. • Liaison with the Business Manager for staff break refreshments / catering. • Responsible for sending communication to staff, parents and students. • Sets-up parent access for parent interviews on the student portal.
<p>School Events/Calendar School and Special Assemblies Other identified school and staff celebrations and events eg. cultural performance, Māori Hui, Pacific Fono, Parent Evenings, Careers, Staff farewells, exams, etc</p>	<ul style="list-style-type: none"> • Oversight of school events on the calendar. This will involve liaison, organisation/logistics, co-ordination with other personnel to disseminate information, Auditorium / other area set-up with appropriate staff concerned, communication to staff, students and parents as required. • Liaising with identified staff as to their set-up needs in the Auditorium/Staffroom/Other for any events, and assists with what is required to enable the function/event to go ahead and includes liaison with Property Team etc.
Staff Duty and Detention Roster	<ul style="list-style-type: none"> • Has oversight and organises the staff duty roster and monitoring it day-to-day, including organising any replacements.
Photolife; ID Cards and Electronic AT Identification App	<ul style="list-style-type: none"> • Liaison with Photolife for staff, class, Year 13, Prefect Leaders, sport and ID photos at the start and during the year (to book dates). Ensures it is placed on the calendar and that there will be no clashes with other events etc on that day.
Annual Prizegiving Ceremonies	<ul style="list-style-type: none"> • With the Senior Leader responsible for each year level, co-ordinates and organises any stage set-up with other staff (Property Team, administration, plants/flowers, technology etc); liaise with appropriate admin support the printing of certificates, collection of prizegiving cups/trophies and other associated tasks.
School Transportation (Buses)	<ul style="list-style-type: none"> • Communication with bus company in general, bus cancellation, manages any associated any complaints/issues that arise, and changes in the school day ie. PL days, early finishes, charter buses etc.
SchoolBridge App suite	<ul style="list-style-type: none"> • Oversight of implementation and expansion of SchoolBridge communication and management suite (<i>training provided where required</i>). • Management of SchoolBridge as a communication tool.

Operations Manager



	<ul style="list-style-type: none"> • Liaison with Principal's Nominee for maintenance of academic calendar. • Arranging staff training where needed.
Auditorium Set-up/Assemblies and Bookings	<ul style="list-style-type: none"> • Responsible for the oversight of getting the Auditorium set-up for all events with support from identified staff. • Co-ordinates all assemblies and roster. • Decisions on event permission, bookings and use. • Meets with the primary school regularly and has open dialogue regarding any bookings.
Student Reporting	<ul style="list-style-type: none"> • Responsible for the generation of student reports/communication to parents. • Works with the Senior Leaders responsible for reports.
Option Choices	<ul style="list-style-type: none"> • Liaise with Timetabling team with oversight of subject numbers. • Prepares the course outlines that are to be reviewed and the booklet created and information placed on the website. • Monitors departmental staffing time allocation and option tracking.
<i>(Where applicable)</i> Teaching and Homeroom Responsibilities	<ul style="list-style-type: none"> • Has a teaching allocation (1-2 classes) and takes a Navigation Group / Homeroom.

This role description is subject to variations from time-to-time to meet the needs of the school. Any changes to it will be done in consultation with the Principal.

Suitability for the Position:

This person will either be a teacher with the skills and acumen to carry out the tasks associated with the position, or an experienced administrator with high quality skills, preferably from an educational background.

There will be a review of the role description each year.

Remuneration:

Based on experience.

IT Skills:

Training will be provided (*SchoolBridge, Kamar*) to enable the Operations Manager to work effectively in all areas.

Operations Manager



Person Specification:

- Previous management experience along with an ability to work as a member of a team
- Ability to plan, prioritise and organise tasks, working with a variety of people to achieve positive outcomes
- Strong ability to manage self and manage tasks effectively
- High attention to detail, with ability to see bigger picture
- Positive “can do” attitude with a solution focus
- Good quality IT skills (training will be provided where needed)
- Strong inter-personal skills with ability to build and maintain relationships
- Personal qualities of honesty, integrity, enthusiasm and approachability in line with our school values
- Ability to work calmly and positively in all situations
- To be loyal and supportive of the culture and special character of the school, and exercise discretion and confidentiality at all times

8 August 2024