



Mildura Senior College
Education Support Class (ES) Position Description
Business Manager

Job Details

Occupant:	VACANT	Employment Type:	On-going
Location:	Admin Building		
Classification:	ES1-5		
Employment Conditions:	Education Support Class staff are employed and are subject to the conditions of the Victorian Government Schools Agreement 2017. Information about DET's operations and employment conditions can be obtained from the following websites: www.education.vic.gov.au and www.education.vic.gov.au/hrweb .		
Responsible to:	This position has day to day and operational line management responsibilities to the Principal.		
Responsible for:	The Mildura Senior College ES Teams: Administration, Student Administration, Classroom Tech Assistants, Facilities & Grounds, Library and Canteen. These positions have line management responsibilities to the Principal but on a day to day basis are accountable to the Business Manager.		
Time Fraction:	1.0	Hours of Work	76 hours/fortnight
Hours of Attendance:	A full-time ES employee will be in attendance for a minimum of 7.6hrs daily between 8am – 6pm from Monday to Friday.		

Additional Attendance Requirements

This position has a 30 days purchased leave requirement.

Responsibilities and Dimensions of Work

As stated in the Victorian Government Schools Agreement 2017 – Schedule 3 (Dimensions of Work – Education Support Class Level 1 Range 5.
Extract:
Will usually be a member of the leadership team who is accountable for the development and delivery of key services that are integral to the effective operation of a school. Provides a range of services and/or undertakes the analysis of complex problems that form part of the policy framework. A school or group of schools would need to have the necessary diversity and complexity to create a role at range 5. Management of a major school or district initiative, project or Department target strategy would be an indicator depending on the breadth of management responsibilities.

Roles

The Business Manager is responsible for the management of the following:

Strategic Leadership
Providing leadership in strategic planning with a focus on enhancing the school's financial position including reporting to College Council and all sub-committees.
Provide leadership to all business practices within the school to employ "Best Practice" and sound business acumen to ensure effective and efficient use of resources and to ensure all financial transactions, governance's practices and internal controls are maintained at all times in line with Department of Education and Training regulations.
Participating in the implementation and further development of the school's workforce plan and provide authoritative advice on recruitment policy and procedures for all school operations and services.
Participating in the development and implementation of the school annual improvement plan.
Participating in the planning and implementation of proposed College building projects.

Human Leadership
Managing the work practices, priorities, performance and development of all education support staff.
Ensuring an efficient work flow across the administration offices and education support programs of the school including the College's Canteen, Library and Careers Unit.
Co-ordinate and endorse all ES leave requests and associated relief requirements in line with the College's associated leave policies ready for approval by the Principal; with the exception of LSL which requires the SAT approval.

Conducting regular team meetings and actively support educational support staff to reflect upon and improve their professional practice.

Business Functions (Administration, Finance, HRM and Compliance)

Providing leadership in the program budgeting process including the preparation of the annual budget.

Providing leadership and manage the delivery of administrative functions, human resources, financial services within the school.

Responsible for Tax Compliance including GST & FBT.

Responsible for DET Financial & topical audit requirements.

Act as Executive Officer for College Council to ensure appropriate compliance with DET requirements.

Resources & Risk (Facilities & Grounds, OH&S and Emergency Management)

Providing leadership and manage the College's Resources including facilities, building, maintenance and grounds upkeep.

Responsible for the provision of school cleaning, vehicles and furniture requirements.

Responsible for acting as the OHS Manager's Nominee and providing support to the Principal in regard to the College requirements for OH&S and EM systems.

General

Participating in the college's performance and development processes in line with DET requirements.

General duties as directed by the Principal within the requirements of ES1-5 dimensions of work as listed in the Victorian Government Schools Agreement 2017.

Selection Criteria

- SC1 Proven ability to effectively utilise DEECD financial management systems including Cases 21 Administration, ROL, eduPay, and the SRP, in a school office to implement procedures and programs that ensure efficient administrative and professional support to the school management team in the operations of the school.
- SC2 Demonstrated ability and experience in the maintenance of the schools financial records, preparation of financial reports, and provision of appropriate and timely advice.
- SC3 Experience in the maintenance of student, staff, and school payroll records in line with current requirements, whilst ensuring confidentiality and accuracy in the resolution regarding complex enquiries.
- SC4 Excellent interpersonal and communication skills demonstrating ability to promote the school through professional interaction with students, staff, parents, school council, the community and Department of Education and Early Childhood Development members.
- SC5 Demonstrate experience of school operations and a commitment to act in accordance with the Code of Practice as set out in the Strategic Plan whilst liaising with the broad cross-section of the school community.
- SC6 Having well developed organisational skills, with a demonstrated ability for effective time management, establishing priorities, procedures and guidelines relating to the work area.

Mildura Senior College Values

Respect, Resilience, Responsibility, Independence and Success

DET Values

The Department's employees commit to upholding DET's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse of harm in the school environment, in accordance with legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

EEO & OHS Commitment

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognised that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.